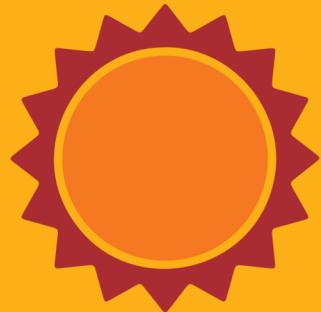




PARENT GUIDE

SUMMER CAMP

YMCA OF EASTERN DELAWARE COUNTY



**SMILES, SUN, AND
SUMMER FUN!**

WELCOME TO YMCA SUMMER CAMP

YMCA Summer Camps give your camper an experience that will last a lifetime. Summer campers are able to explore creativity, teamwork and leadership in a wide range of activities that lead to lifelong healthy living. Summer camp builds self-confidence, self-esteem and develops character values, all while making friends, achieving something new and having a place to belong.

Parents, caregivers and guardians are every Y's partner in making summer camp an outstanding developmental experience for their kids. In order for our campers to get the most out of day camp, we need your help. Knowing that no two campers are exactly alike, we ask that you help us get to know your camper. We encourage you to share with us your ideas, thoughts and any concerns that may help us create an environment that is best suited for your camper. Today, Y Summer Camp is more vital than ever. With an increased emphasis on camper safety, personal values and social skills, we want the very best for your child. At the Y, we are committed to the development and well-being of your campers. The YMCA of Eastern Delaware County is an organization open to all people.

Goals and Outcomes:

It is our belief that each camper is a unique individual with his or her own rate of development. Our goal is to introduce the campers to as many positive experiences as possible. It is our hope that the experiences we provide will foster creativity and individuality in each camper, and encourage an awareness of themselves and others.

The YMCA of Eastern Delaware County has established the following goals for all campers:

- To grow personally and gain a greater sense of his or her own worth.
- To be inspired to live by the four YMCA character values: caring, honesty, respect and responsibility.

Camp Hours of Operation:

Monday - Friday 8:30 am - 4:30 pm (All locations)

Morning Care (FREE):

7 am - 8:30 am

7:30am - 8:30 am (Aronimink, UD K-Center locations only)

Afternoon Care (FREE):

4:30 pm - 6 pm (All locations)

COMMUNICATION WITH PARENTS

During Camp Weeks:

Newsletter emails will be sent to you prior to your child's camp week. The newsletter email is our primary method of communication. Please ensure that we have your current email address.

Content will include:

- Reminder on daily requirements - lunch, snack and special activities.
- Camp hours and check-in/out times.
- Branch specific information - contact information, field trip/special events information, swim and more.
- Open camp spots at all locations.

Parents/guardians are encouraged to speak with camp leadership at any time to discuss concerns.

Parents/Guardians will be notified of any minor injury at pick-up via an Accident/Injury Report.

Regarding Camp Payments:

Camp balances are due IN FULL one week prior to the start of the camp week. You can view and pay your camp balances online or in-person at any time.

- A \$50 Late Payment Fee will incur on the Tuesday before the camp week and will be automatically added to your account.
- We will contact you if your payment is late.

Camp fees can be paid in three ways:

1. Draft payment: Set up automatic withdraws/charges on payment due date(s).

2. Online Payments: Use your online membership account to pay balances at cyedc.org

3. In Person: Visit our Ridley Area YMCA, Lansdowne YMCA, or Springfield YMCA branches, and our staff will be there to help.

Why wait until Summer to enjoy everything we have to offer at the Y? Join programs like swim lessons and youth sports, visit open swim sessions and get connected before camp begins!

ABOUT OUR STAFF

We model the YMCA character development values of caring, honesty, respect and responsibility.

We program friendship, achievement and belonging into every activity in camp. Most importantly, we are made up of people who love working with kids. We are creative people with good hearts who are silly enough to sing "The Y Song" at the top of our lungs!

We are First Aid/CPR certified and are required to attend over 10 hours of training prior to the first day of Summer Camp. We have received our Praesidium Accreditation® which is a key certification for youth-serving organizations, ensuring they create a culture of safety and protect vulnerable youth. Our Camp Leaders attend approximately 8-10 hours of additional training. Trainings include topics like: Character Development, Problem Solving, Abuse Prevention, Supervision, First Aid Basics and much more.

MEDICATIONS

The permission to Administer Medication Form is required for any medication needed for a camper. Medications must be brought in the original container with physician's instructions. Medications must be given directly to camp staff. They may not be left in the child's book bag. We will administer medication accordingly. It is helpful to store the medication in a ziplock bag with your child's name. Oral medication is locked up in the leader's office whereas your child's inhaler and/or epi pen will travel in your child's group daily in their counselors bag.

INJURY/ILLNESS

Campers will be monitored throughout the day for any signs or symptoms of illness. If a camper is observed to possibly be ill or complains of illness that is not immediately explained by current conditions, Camp Leadership will be notified. If your camper becomes ill while at camp, we will contact you to pick him/her up. Campers must be 24 hours symptom free before returning to camp. Some cases may require a doctor's note.

If your camper is injured, we will take necessary steps to provide first aid. An Accident Report will be completed and given to you at pick-up. If we are unable to reach you in the event your camper needs further medical care, he/she will be transported to the hospital by ambulance.

EMERGENCY SITUATIONS

All staff members are trained and certified in CPR and pediatric first aid and are always present in the event of an emergency. In all situations, we will follow instructions from the poison control center or physician in providing first aid procedures and/or administering emergency medications.

HEALTH RECORDS

We comply with state regulations concerning health records. Camper health records must be filled out using the E-pact system. When you registered, you should have received an email invitation from our E-pact system to upload the required health information. If there are any changes to your child's health status or needs, please ensure you update E-pact accordingly and inform camp leadership as well.

DROPPING OFF AND PICKING UP

Sign In / Sign Out Procedures:

To ensure an efficient drop-off and pick up process, please make sure to follow posted drop-off route or instructions. We will record every arrival and dismissal of each camper. Most camps utilize a carline system. We will distribute carline signs. Please display them in the driver's side windshield for BOTH DROP OFF AND PICK UP. All campers should exit and enter their vehicles on the passengers' side.

Authorization to Pick Up Camper:

Only parents, guardians and/or caregivers over the age of 18 are authorized to drop off or pick up a camper. If you need to add an individual to your authorized pick-up list, please make sure this is documented with our camp leadership staff. All adults picking up a camper are required to present a YMCA camp pickup sign and have a government-issued photo ID everyday regardless of familiarity with our team. Please note that Springfield YMCA Mix It Up, Specialty, and Little Camp will not use pickup signs since they do not operate a carline.

Late Arrivals:

If campers arrive outside of the designated drop-off window, refer to the branch-specific guidelines for signing campers into camp in the event that check-in staff are unavailable.

Late Pick-Ups:

Children not picked up at the end of the camp day will be supervised by our staff. A fee of \$10 per every 5 minutes will be charged after 6pm. Every attempt will be made to contact parents or a listed authorized pick-up. A late fee will be assessed starting at 6pm according to our clock. If by 6:30pm all contacts are not reachable, and the child has not been picked up, Emergency Services will be contacted. Please Note: The child will not be admitted to camp the following day until the late pickup fee is paid.

Attendance:

Please notify Camp Leadership if your child(ren) will not be attending camp on a specific day throughout the week. If your camper hasn't arrived by 9:30am, we will not expect them that day.

DROPPING OFF AND PICKING UP (Site Procedures)

Day Camp, Sports & Games at Sabold Elementary hosted by Springfield YMCA:

Drop-Off: Travel through parking lot, Camp staff will check in campers at Drop Off/Pick up cart in front of school. Pick-Up: Travel through parking lot, Camp staff will greet you at cart. They will view carline sign, review your identification, and walkie for your child to be dismissed from camp day. Your child will be escorted to your vehicle.

Late arrivals - Please call the camp number that is written on our board outside or come into the vestibule to ring the doorbell if check in is over and no staff member is out front to greet you. We do the same for early pickups, a staff member or director goes out front by 3:30 to start pick up every day.

Little Camp/ Preschool at Springfield YMCA:

- **Drop-off:** Please bring your child to Room 1 between 7:00 AM and 8:30 AM.
- **Pickup:** After 4:30 PM, pickup will take place in Room 1.

Pickup prior to 4:30pm, will be at your child's classroom. As numbers decrease, we will begin our transition into one room.

Pickup - Camp staff review your identification, and walkie for your child to begin packing up for their departure from their classroom.

DROPPING OFF AND PICKING UP (Site Procedures)

Specialty/Mix it Up Sports Camps at Springfield YMCA:

Drop off and pick up for specialty/sports camp is in the lobby of the Springfield Y. Bring ID/pick up card.

Day/Specialty/Little Camp at Ridley Area YMCA:

- Drop off will be 7-9:30 at the Pavilion-located in the back of the Ridley YMCA parking lot building (please following the carline arrows, once you enter the Ridley YMCA parking lot).
- Pickup will be outside at the Pavilion (please have your child's green card line sign available when picking up. Camp staff will view/check your green card line sign, review your identification, and walkie for your child to begin packing up for their departure. When carline is not yet open, you must park and report to camp shed for picking up your child.

Day/Specialty at Aronomink Elementary School hosted by Lansdowne YMCA:

Drop-off - When campers arrive, they will be greeted by a counselor every step of the way, from exiting the car to getting into the building. Our counselors are here to bring them comfort and assure them they make it to the right group.

Drop off begins at 7:30 am. Parents or guardians will need to pull up to the designated drop off/pick up zone on the Bond Ave side of the building, pull into the driveway and follow the signs.

Parents are to exit on the Marvine Ave side of the building. The camper(s) must exit the car from the passenger's side, where a counselor will escort the camper(s) inside. Parents may not exit the vehicle in the car line. If you prefer to walk your camper in, this can be done on Monday mornings only. Please note that you will need to park your car and walk your child to the sign in table.

CIT (Counselor in Training) Drop-off -

CITs should arrive each day by 8:30 a.m. CITs can be dropped off at the front. If the car line has already begun to form, please do not wait in line but instead allow your child to get out at a safe location and walk into the gym. If for some reason your CIT cannot be in by 8:30 on any given day, please notify the CIT Director, so that the schedule can be adjusted.

Camper Pick-up -

PM Car Line is from 4:00 pm - 5:45 pm.

Pick up begins at 4:00 pm. DO NOT EXIT CAR

Carline: Parents or guardians will need to pull up to the designated drop off/pick up zone (in front of steps). Once approached by a carline coach, please tell them your name and relationship to the camper and present your ID. Please DO NOT exit your vehicle in the car line.

In the event of an emergency that requires you to pick up your camper early (before 3:30pm), please contact your camp director.

Little Camp at Upper Darby Kindergarten Center hosted by Lansdowne YMCA:

The YMCA requires parents to park in the lot adjacent to the entrance and enter the building during drop-off and pick-up hours. In complying with state regulations, and more importantly for the safety of your child, we require you to bring your child into the building and escort them to camp staff member. Please do not drop your child off at the curb and drive away. Parent also are NOT permitted to park in front of the camp door or block the walkway.

WHAT TO PREPARE FOR

What to Bring to Camp:

We will supply the atmosphere for a great camp experience and ask that you send your camper with the following items (please remember to label all of your camper's belongings):

- 2 snacks and lunch
- Hat and sunglasses (outdoors, as needed)
- Sweatshirt or light jacket (depending on weather)
- Water bottle (refillable)
- Sunscreen
- Closed-toe shoes (No open toe shoes/or flip flops)
- Swimsuit, towel and swim shoes (if swimming)

What Not to Bring to Camp:

The following are not allowed at camp:

- Personal toys
- Weapons (Real or Fake)
- Drugs
- Cell phones
- Trading cards
- Money
- Animals
- Electronics (IPADS, etc.)
- Alcohol
- Headphones or earbuds
- Items of personal or monetary value

Clothing:

Campers are required to wear closed-toe shoes and socks daily. Delaware County weather, though seasonally warm, can be chilly in some mornings followed by extremely warm temperatures in the afternoon. Most camp activities take place outside, unless your child is enrolled at a Springfield YMCA camps (specialty camp/little camps) which are indoor camps. We encourage you to send your child in old clothing so they can participate freely in activities like sports, games, crafts, painting, etc. Belongings are the responsibility of the camper. A backpack is helpful in keeping your camper's belongings in a safe place. **Please clearly label your camper's belongings with his/her name.**

Lunches / Snacks:

Campers should eat a nutritious breakfast before being dropped off for camp and bring a healthy, non-perishable lunch each day. We do not provide meals or snacks for campers except at designated Upper Darby school site locations. Please note, we do not have the capacity to heat or refrigerate lunch items. We do not have microwaves at our camp locations. Lunches should be ready to eat with everything that is needed, including utensils. Utensils should be packed with your child's lunch.

Sunscreen:

Parents should apply sunscreen before campers arrive to camp in the morning. Campers may reapply sunscreen multiple times throughout the day. Please pack a sufficient amount of labeled sunscreen product.

Cell Phones/Tablets:

For staff to maintain the highest level of safety regarding the use of technology and your children, we will not permit children enrolled in our Summer Camp programs to use cell phones. Parents can call the camp director directly to discuss information with or about their child. Cell phones often give children access to the internet, text messaging, and phone conversations with people unknown to the staff. If your child needs to contact you during their time at camp, they will have access to our program phone.

Swimming:

Please follow your child's camp for specific swim days. **Campers who wish to swim must bring a (labeled with child's name) swimsuit, towel, sunscreen, swim shoes and change of clothes.** All campers are required to take a Recreational Swim Test before swimming in the YMCA pool they are camping at to determine their swim ability. Recreational Swim tests are valid for one year. Campers can retest at any time based on changes of swim ability.

Important Notice for Parents Regarding Swim Days:

We kindly ask that parents "Opt-Out" their campers who do not wish to take part in specific swim days. By notifying your camp leader in advance about your child's decision to opt out of a swimming day, we can better prepare for the day's activities. Please refrain from allowing your camper to opt out on the day of swimming.

YMCA Recreational Swim Testing:

RED BAND – Individuals who do not wish to participate in or do not pass the swim skills assessment will be given a red swim band. Red Banded swimmers will be required to:

Have active, adult (18+) supervision (Camp Counselor) within arms-length at all times while in the water.

Wear a U.S. Coast Guard Approved flotation device (PFD).

- Only swim in the shallow area of the pool.

YELLOW BAND – A yellow band establishes that the swimmer is shallow water competent and allows swimmers to swim in the shallow area without a PFD. Yellow Banded swimmers will be required to:

If under the age of 12, must have an adult (18+) supervision (Camp Counselor) at all times from either in the water or from the pool deck.

Only swim in the shallow area of the pool

To receive a Yellow Band, swimmers must demonstrate the following skills:

Float on back for 30 seconds and regain vertical position on their own.

Swim half the length of the pool, on stomach, unassisted.

GREEN BAND – A green band allows swimmers to use entire pool (shallow and deep ends). Green Banded swimmers, under the age of 12, will be required to:

Have adult (18+) supervision (Camp Counselor) at all times from the pool deck.

To receive a green band, swimmers must demonstrate the following skills:

Jump in deep water and return to the surface.

Swim the length of the pool, unassisted, with either front crawl or breaststroke.

Float on back for 30 seconds and regain vertical position on their own.

Tread water for one minute with ears and face above water at all times.

Exit the pool without assistance.

Safety Note:

If at any point your child is seen wearing a yellow wristband and shows signs of fatigue or difficulty staying afloat, our trained lifeguards will ask that they wear a life jacket for the remainder of the swimming session. Additionally, green wristbands may also necessitate reassessment based on the lifeguards' observations.

CAMP SAFETY

Bathroom Procedures:

No camper is ever alone or one-on-one with a staff member. All campers will take trips to the bathroom with their camp group or at least two campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

Camper Lunch/Snack Time Space:

Most groups will use their designated camp space for lunch and snack times. Other common spaces may also be utilized.

Youth and staff will wash/sanitize hands before and after eating.

Staff may help open food but must:

- Ensure hands are cleaned and sanitized prior.
- Clean and sanitize hands before and after.

Field Trips:

Campers must wear YMCA Summer Camp shirts during field trips. These shirts will be handed out before the first scheduled trip, unless parents prefer to pick them up in advance before the camp season starts.

Key Points:

- Field trips will depart promptly at the times indicated in the weekly newsletters. If a camper misses the bus, we kindly ask that a parent or guardian drive them to the trip destination.
- Campers cannot be dropped off at the campsite without a camp leader present, as staff members will be off-site for the trip. This is to ensure the campers' safety and well-being.

Rainy Day/Excessive Heat Plan:

When weather conditions are prohibitive to operating camp outdoors, groups may be displaced from their assigned group locations. Each facility will have an alternate facility plan, indicating appropriate assigned group spaces.

Staff will reschedule activities for the affected time period to operate safely in a more limited space. This may necessitate less active recreation and more self-directed project-based activities.

Guests:

No unauthorized guests will be permitted to visit camp groups during the program day.

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OTHER IMPORTANT INFORMATION

Y Staff & Babysitting:

Our staff (while employed at the YMCA) are not permitted to babysit for your family.

Children With Special Needs:

If a child has a one-on-one resource that provides services during the school day that person is required to be present in our summer camp program and wear proper photo ID. In the event your child's one-on-one is not able to attend, a substitute must be provided for your child to attend camp. The YMCA cannot provide one-on-one resources for children. We will make every effort to help your child have a successful summer.

Please contact the Camp Director to discuss your child's unique needs.

YMCA OF EASTERN DELAWARE COUNTY CAMPER BEHAVIOR EXPECTATIONS

At camp, we foster a caring environment filled with friendship, respect, and character development. Campers that cannot participate within the rules and expectations of camp, or are adversely affecting the experience of other children, may result in one or more of the following:

- A telephone call home to the parent or guardian to discuss the behavior.
- Meeting with the Camp Leader, Camp Director, or Executive Director to discuss the behavior.
- Use of behavior reports.
- Immediate pick-up.
- Suspension.
- Being separated from the camp program.

AS A CAMPER I WILL:

- Show respect to other campers and treat them as well as I would like to be treated and try to be a friend to all.
- Have FUN, but not at the expense of others.
- Show respect to camp staff and cooperate fully with their instructions.
- Respect the rights of others and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly. I understand that unwelcome teasing or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other campers or staff. I understand that pushing, kicking, hitting or fighting are not acceptable and not tolerated.
- Respect the property of others and camp, which includes no stealing, property damage, graffiti or vandalism.
- Remain with the group and within the boundaries that have been set.
- Remember that physical displays of affection or of a romantic nature are not allowed under any circumstances.
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action or dismissal from camp.
- Know and follow the rules of camp.
- Have lots of FUN, learn, grow and have a GREAT time!

YMCA OF EASTERN DELAWARE COUNTY POSITIVE GUIDANCE POLICY

General Standards for Positive Guidance:

1. Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
2. Guidance is a process of teaching, learning and positive reinforcement.
3. Set developmentally appropriate guidelines for campers.
4. Verbal abuse or name calling is not permitted. Guidance will not be associated with food, rest or toilet training.
5. Corporal (physical) punishment will never be allowed.
6. Positive guidance is integrated into the overall program plan of the camper care setting.
7. Behavioral concerns of individual campers are not discussed with other parents.

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Summary:

At YMCA Camp, we want every camper to have the best experience possible – full of fun, learning and growth. We strive to create an environment in which every camper is supported to engage in behaviors that are safe and represent our core values of caring, honesty, respect and responsibility. We ask that parents and guardians partner with our staff to reinforce these expectations with campers. Assistance to identify and support positive behavior strategies that work for your child may be requested via a quick chat during pick up or drop off, a phone call or a meeting as needed. Behaviors that are severely or consistently unsafe or unkind may result in the camper being removed from the program, however our goal is to work together to support positive experiences for all.

We thank you for your time and attention to this important information. For any questions, suggestions or concerns, please reach out to the Camp Director at the specific site where your child is attending.

