

Welcome

Welcome to the West Shore YMCA Summer Day Camps. This handbook is to be reviewed by parents/guardians. It will identify the policies of our day camps and introduce you to each of our camps. Please take a few minutes to review this handbook. If anything is unclear or if you have additional questions, please contact:

Harrisburg Area YMCA
West Shore Branch YMCA
410 Fallowfield Road
Camp Hill, PA 17011
Phone: (717) 737-9622
Fax: (717) 975-1897

Shippensburg SACC
Shippensburg Child Care Office
20 E. Burd Street, Suite 10
Shippensburg, PA 17257
Phone: (717) 530-9622
Email: shipchildcare@ymcaharrisburg.org

Our Philosophy

The West Shore Branch YMCA offers your child/children more than just a safe, fun summer experience. It's a place where your child/children will grow, meet new friends, and experience new activities. The YMCA asserts that the best long-term solution is challenging people to accept and demonstrate positive values. The core values of YMCA Character Development is **Caring**, putting others before yourself; **Honesty**, integrity to tell the truth; **Responsibility**, duty to do what you should; **Respect**, regard to treat others as you would have them treat you.

Our Mission

The West Shore Branch YMCA is committed to building a strong community for all people, especially the young, and to put Christian principles into practice through the development of spirit, mind, and body.

Nondiscrimination in Services

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

General Information

Hours of Operation – West Shore: **7:00 am - 6:00 pm** All Children must be at the site by 9:00 am and we ask that they not be picked up before 4:00 pm. A child that arrives late may miss a field trip, swimming, or other activities.

Hours of Operation - Shippensburg: **6:00 am - 5:30 pm** All Children must be at the site by 8:00 am and we ask that they not be picked up before 3:30 pm. A child that arrives late may miss a field trip, swimming, or other activities.

Arrival and Pick Up: A parent or guardian must accompany every child entering and exiting the child care facility. Parents/guardians are **REQUIRED** to sign their children in and out each day. This is essential for the safety of your children and failure to do so may result in their dismissal from the program.

Policies and Procedures

- Before and after child care is for your convenience. Absolutely no child/children may be left at camp unattended prior to 7:00 am for West Shore Camps and 6:00 am for Shippensburg Camp.
- An overtime charge of \$1.00 per child for every minute past the pick-up time will be applied. This rate will be strictly enforced. Please be considerate. If you are going to be late for any reason, please notify our office at (717) 737-9622.
- **Two weeks' notice is required if you need to cancel or change your camp plans.** Your cooperation is appreciated. Failure to supply a written notice will result in a forfeit of deposit **and** a two week fee.
- Sign-in and sign-out is required for all campers. All parents/guardians/adult chaperones must personally escort each child to sign him/her in and out. If a child is to leave camp early or to be picked up by someone other than those listed on the Emergency Contact/Parental Consent form, the camp must be notified in writing by the parent(s). No child/children will be released without this written consent. We will also require ID from anyone unknown to us, even if they are designated on the form or letter of consent.
- No child/children will be released to a parent/guardian who appears to be under the influence of alcohol or drugs. Under these circumstances, staff will call another person listed on the Emergency Contact form. If an issue arises, staff will also have the option of calling the police.

Authorization to Release Children

Please be advised that any person(s) you place on the Emergency Contact form is authorized to pick up your child/children, unless you inform the YMCA in writing that you wish to make changes to that list. A court order must be on file with the YMCA if a biological parent or legal guardian is NOT permitted to pick up your child/children. If you would like the YMCA to release your child/children to someone who is NOT on his or her pick up list, we will need that request in writing. Proper Identification (picture ID) is required of any person picking up your child/children who is not known to our staff and no one under the age of 16 will be considered an authorized release person.

Emergency Information

Please be sure the administrative assistant in the West Shore YMCA Child Care Office is kept informed (*in writing*) of any changes in your home address or phone number, work phone number or address, insurance information, and person(s) to whom your child is allowed to be released. This information is extremely important so that we can contact you when necessary. Repeated failure to provide updated contact information may result in your child's termination from our program.

Discipline Policy

Our trained camp staff often handles behavioral issues. However, persistent problems will require verbal communication to parents. If problems continue, a written report from the Camp Director will be submitted to the parents outlining the details of the child's behavior. Upon consultation with the parent/guardian, **we reserve the right to remove any child from camp who is disruptive, inattentive, or in any way endangers the wellbeing of his/herself or other camper(s).** A parent/guardian **must complete and return** the Behavior/Discipline policy before a child can be admitted at camp.

A time out is used, not as a punishment, but as a means of removing a child from a situation that is causing negative behavior. Any child who is separated from the group is spoken with and is encouraged to exhibit appropriate behavior. All of our childcare staff are trained on appropriate discipline practices and any continued behavior problems will be discussed with the parent(s) and with the administrative staff of the YMCA. However, **the West Shore YMCA reserves the right to suspend or terminate the enrollment of any child who causes harm or threatens harm to another child or staff member.**

Camper Dress Code

Children should wear clothes that are comfortable and allow them to move about.

The following are ***not acceptable*** at YMCA Camps:

- Spaghetti straps, bikini tops or tops that expose midriff
- Shorts that are less than fingertip length
- Attire that advertises or promotes, alcohol, drugs, smoking, sex, guns, or violence
- Sandals or open-toed shoes including CROCS
- No thong bikinis for swimming

Campers Rules and Regulations

- Treat others the way you expect to be treated.
- Swearing, name-calling, and fighting are unacceptable behavior.
- Campers must wear sneakers, shorts, and shirts at all times, unless told differently by staff.
- Please do not bring any electronic toys, games, or items of value to camp
- The West Shore YMCA is **not responsible** for lost, stolen, or misplaced items.
- All medications must be checked in with the Camp Director each morning and left there.
- Always consult with your counselor before leaving your group. **Take a counselor and a buddy!** (For example, going to the restroom, getting a drink.)
- No throwing sticks or stones. Please leave nature's floor as you found it! Also, no "collecting" of articles from the natural habitat and no caging of wild animals, including little frogs or turtles!

Campers must be dressed appropriately and prepared to participate in arts/crafts, games, sports, and FUN!! Please note that campers may get dirty and/or wet during their experience at our Day Camps. It is important that children are dressed accordingly. Open toed shoes, such as sandals, are best suited for our time at the pool. Please have your child **BRING** these types of shoes. The most appropriate footwear is sneakers for outdoor activities and games. Rain gear is appropriate for inclement weather. Campers who are inappropriately dressed may not be able to participate in all activities.

Camp Activities

Each day, children will participate in activities that are age-appropriate and have safety in mind. Typical activities include: Arts & Crafts, Science & Nature, and Sports & Games. The children will also have weekly field trips and have the opportunity to enjoy swimming and water activities. Our Camp Director and their staff conduct the planning and scheduling of camp activities prior to the start of camp.

Medication Policy

The YMCA staff will administer prescription drugs to the children in camp that the medication is brought in its original container. The container must have a prescription label. The label must include the child's name, the time(s) the medication is to be given, the name of the medication and the dose that

the child is to receive. All prescription bottles must be dated within the last year. If the original medicine bottle label does not include the above-mentioned information, a prescription from the doctor containing the EXACT same information may be substituted.

A parent or legal guardian will be required to sign in on a medication log each time any PRESCRIPTION MEDICATION that is to be administered at his or her child's center.

The YMCA staff will NOT administer over the counter medications.

Special Needs And Requests

The West Shore YMCA is very willing to work with families when a child has special needs or requests. Please keep us informed of any food allergies, asthma, etc. If your child has an IEP, please consider providing the West Shore YMCA with a copy. The more information we have about your child, the better able we are to assist with appropriate care.

What to Bring

The following items should be sent with your child each day:

- Water bottle or plastic reusable drinking cup in your lunch box.
- Packed lunch (afternoon snack optional.) Refrigeration is **NOT** available, however a small labeled cooler/insulated lunch bag is recommended for your child's lunches. Lunch should not be something that requires cooking or microwaving.
- Swim suit, sunscreen, towel, and flip-flops.
- Appropriate dress for weather conditions (pants, jacket, rain gear, etc.)
- Sturdy shoes (no open-toed shoes or sandals).
- Bug spray

Payment Schedule

Payments are due the **Monday prior to the start of your child's camp week.** **Payments received after 6:00 pm Wednesday will be assessed a \$30 late fee.** All fees are due and must be received at the YMCA according to the schedule listed below. All unpaid balances beyond the due date will be viewed as cancellations and your child will be removed from the camp roster, unless payment including late fees is made by Monday at 9:00am. Methods of payment accepted are cash, personal check, money order, or credit/debit card. Cash and credit/debit card payments **will not** be accepted at the camp sites. Cash and credit/debit card payments must be made at the front desk at the West Shore YMCA where you will be issued a receipt.

<u>Session Number</u>	<u>Payment & Registration Due Date</u>
Session 1: June 13-17	June 6
Session 2: June 20-24	June 13
Session 3: June 27-July 1	June 20
Session 4: July 5-8 (no camp July 4 th)	June 27
Session 5: July 11-15	July 5
Session 6: July 18-22	July 11

Session 7: July 25-29	July 18
Session 8: August 1-5	July 25
Session 9: August 8-12	August 1
*this is the last week of camp for Camp Friendship Hampden, Shaull and Green Ridge	
Session 10: August 15-19	August 8
*this is the last week of camp for Camp Voyager and Teen Camp at the West Shore YMCA	
Session 11: August 22-26	August 15
*this is the last week of camp for Camp Shine in Shippensburg	

Refund Policy

Refunds will be given (minus weekly deposit) on a per session basis. If you have paid in full and your child does not attend camp for a session, we must have a **written request** at least **2 weeks in advance**. Exceptions will be made on a case by case basis by the Child Care Director. Refund requests will be mailed within three weeks of notification. All refunds will be at the discretion of the Child Care Director.

Financial Assistance

- Through the YMCA’s Strong Community Financial Assistance Program, scholarship for programs and membership subsidies are available for those who qualify.
- To apply, complete the Financial Assistance form available at every branch of the Harrisburg Area YMCA.
- All are welcome at the YMCA. No one is turned away due to inability to pay.

Camp Visitation

Please feel free to explore camp with us at any time you choose. We do ask, however, that you sign in and obtain a visitor’s badge from the Site Director. We welcome your input, comments, and suggestions.

Field Trips

You will be notified at least one week in advance of each field trip. On some field trip campers will be allowed to bring money to buy items at the gift shop. If you would prefer that your child not attend a field trip, we will not be able to accept your child to camp on that day!

Summer Program Staff

YMCA Summer programs are under the direction and supervision of professional YMCA staff who possess extensive experience. Selection of summer staff and Camp Directors is based on their experiences and proven abilities to work with children as well as their background and training in the Child Care and Day Camp field. Many of our staff work year-round at the YMCA, others return each summer, to the delight of many of our past participants.

Staff Conduct

All of our staff are required to attend trainings before each Day Camp season. Our Camp Staff are also required to follow a code of conduct. If you feel a member of our Day Camp staff is not adhering to the YMCA philosophy, please address any concerns to the Camp Director or to our School Age Coordinator or the Child Care Director at the West Shore YMCA.

Safety First

The YMCA provides highly trained staff whose number one priority is the safety of your child. All our locations and activities adhere to strict health and safety standards. Emergency procedure training is a fundamental part of every Day Camp staff's training.

Policy for Intoxicated Parents

The West Shore YMCA Child Care Department cannot release a child to any parent that appears to be intoxicated or under the influence of a chemical substance. For the safety of the child, staff will contact another authorized person to who they can release the child to. If the parent is not willing to abide by this policy, the staff will have no recourse but to call the police. Please do not put our staff in a position where they have to make this decision.

The West Shore YMCA Child Care Department wishes everyone a fun and safe summer and an unforgettable YMCA Day Camp experience!



I have received and understand the information contained inside the West Shore YMCA's Child Care Department Summer Camp 2011 Parent Handbook and I agree to abide by its policies.

Parent's Name

Parent's Signature

Child's Name

Date

Summer Camp Program Child Attends

