



POWEL CROSLEY, JR. YMCA CAMP ECHOWOOD

2019 Summer Camp Parent Handbook

9601 Winton Road
Cincinnati, OH 45231
513-521-7112 (Welcome Center)

www.myy.org

Hours of Operation:
Monday-Friday; 6:30 a.m. - 6:00 p.m.



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PROGRAM OVERVIEW

YMCA of Greater Cincinnati Mission Statement

The mission of the YMCA of Greater Cincinnati is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Our four core values of caring, honesty, respect and responsibility help us embrace our mission. The YMCA of Greater Cincinnati has three areas of focus: Youth Development, Healthy Living, and Social Responsibility.

Program Philosophy

The purpose of YMCA youth programs is to meet the developmental needs of children and provide families with quality care. Our programs focus on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to positive peer interaction, which encourages initiative and supports the growth of self-direction and free choice, all under the guidance of nurturing and caring staff. This is done in a setting built with acceptance, respect and encouragement. In all of our programs, we work in cooperation with educational efforts of parents and communities. We believe in building positive self-esteem and strong character development in children by focusing on our values of caring, honesty, respect and responsibility.

Program Goals

The following are the goals of the camp program. Campers will:

- A safe environment
- Emotional support and warmth
- Responsive adults who serve as good role models and exceptionally good listeners
- Opportunities to work with real tools for play and/or purposeful real world work, as well as learning
- Confidence in dealing with the physical world through games, hobbies, and exercise
- A focus on the 40 Developmental Assets identified by the Search Institute
- Freedom of choice in an environment full of age-appropriate materials and activities
- Freedom to work and play individually or with peers
- Encouragement to be creative and imaginative
- Time and space to engage in reading, computing and problem-solving through self-selected tasks
- Time and appropriate space for rest or quiet time
- Opportunities to develop personal discipline including: taking responsibility for one's own actions, setting and accepting limits, respecting rights and the property of others, forming friendships, and using community resources responsibly
- Learning to accept one's own personal abilities
- Opportunities to learn about diversity and inclusion
- Opportunities to learn about nutrition and other components of a healthy and safe lifestyle

Logos



ACA Accreditation means that our camp cares enough to undergo a thorough (over 300 standards) review of its operation by the American Camp Association – from staff qualifications and training to emergency management. ACA collaborates with experts from the American Academy of Pediatrics, The American Red Cross and other youth service agencies to assure that the camp practices reflect the most up-to-date research based standards in camp operation. Our partnership with ACA helps promote summers of growth and fun in an environment committed to safety!

Family Involvement

Family involvement and input is essential to our program! Parents will be notified of events through newsletters and other oral or written communications. We appreciate any suggestions or concerns from our families. In providing an open relationship with all family members, we believe that we provide better care for their children. Parents and employees are welcome and highly encouraged to participate in all activities planned for the children by the Camp Staff. Any family member with a special interest or skill to share should notify the Camp Coordinator. Parents are welcome to volunteer time and talents!

Any concerns of parents/guardians will be addressed with care and concern from our staff. If a parent/guardian would like to meet with Camp Staff, they can call the Camp Coordinator to schedule time with the appropriate staff member. It is the policy of our program to have an "Open Door Policy." Conferences are welcome and available upon request. Please note that we will have opportunities throughout the summer for parents to meet on a more casual basis with the program staff that are working with their child.

Each week the YMCA will email online evaluations of our programs for parents to complete. Please take a few minutes to complete this evaluation electronically or via pen and paper at camp. Your feedback is greatly appreciated and helps us improve our programs!

The YMCA of Greater Cincinnati is a volunteer driven agency. We welcome volunteer assistance in all branch and program development. Volunteer opportunities may include youth coach, parent advisory committee, fundraising, special events, and more. Contact the YMCA for more volunteer information and/or to fill out a volunteer application and background check release form.

Parent Orientation

Parents are able to attend a **Camp Parent Orientation** before their child starts camp. This session helps families learn the rules and procedures for camp. Campers will receive their own orientation on the first day of camp.

Sensitive Issues

The YMCA is aware that many children and families encounter sensitive issues or events. Sensitive issues are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support.

Any problems your child may be having at home may affect their behavior at the YMCA program. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. It is very important that parents talk with the staff and the staff will keep parents informed as well.

All parents/guardians must provide legal documents upon any custody agreements/arrangements made within the court system regarding who can pick up the child/children. The staff will ask for the proper identification of the person picking up the child.

Parent/Staff Communication

The YMCA believes that activities designed to involve parents in their child's development should be included in a summer program. Activities will be posted on the parent table and featured in our newsletter. Our camp newsletter will be emailed to the address provided on the *Camp Registration* form. It is a great way to stay informed of special events, field trips, and what the children are doing during camp.

Please keep the Camp Coordinator informed of any changes during the summer so we can keep your records updated. These changes may include, but are not limited to medical history, address, phone numbers, email address, etc.

Staff

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as a quality recreational program. Prior to hiring, each staff member completes a personal interview session, background check and reference checks. We plan age-appropriate activities for children in a structured and safe environment. Each program has a Director or Coordinator who is responsible for program plans and staff supervision.

All YMCA staff members receive CPR, First Aid, and Child Protection training as part of employment.

Staff to Participant Ratios

During any scheduled swimming activity a certified lifeguard or water instructor will be on duty at all times. A child to staff ratio maximum of 1:18 for school-aged children and 1:12 for preschool children will be maintained at all times in the pool.

Camp Kick-Off
March 2nd

Healthy Kids
Day
April 27th

All children are supervised at all times. A staff to child ratio during all other camp activities will never be higher than 1:18 with the exception of preschool age children. Staff to preschool age children ratio will be no higher than 1:12. However, the YMCA in accordance with American Camp Association (ACA) recommendations, maintains the following staff to camper ratios, under normal circumstances:

	Licensing	ACA
3 – 5 years	1:12	NA
6 – 8 years	1:18	1:8
9 – 14 years	1:18	1:10

Babysitting Policy

The YMCA of Greater Cincinnati *Code of Conduct* prohibits staff members from babysitting children met through any YMCA programs.

ENROLLMENT POLICY

Enrollment Policy and Information

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

The YMCA camp programs are not drop-in programs. Enrollment must be consistent and in advance. Before attending the YMCA program, all children must be registered and officially enrolled. Program sessions have limited enrollment and registration is on a first-come, first-serve basis. Families may reserve a spot for specific weeks of camp by completing an *Registration Packet*, and submitting a \$25/\$50 Registration Fee and \$10 deposits (\$1 for families using Hamilton County assistance) for each week of camp they wish to attend. The deposit is deducted from the weekly fee. Please note that the registration fee and deposit are non-refundable and non-transferable.

In order to register your child for any camp, you must submit a *Registration Packet*. This packet must be completed in full and immunization records must be attached. The packet requests pertinent information such as contact information, personal history of any special medical issues, special needs and food allergies, emergency transportation authorization, etc.

A child is not officially enrolled in camp until the *Registration Packet* and immunization records are turned into the Welcome Center and the child is registered with paid deposits. **There is a wait period of one full business day after the registration packet is turned in before your child can attend camp.** If your child has a health/behavioral condition or requires medication, you will be required to fill out additional paperwork.

Permanent Withdrawals

The YMCA reserves the right to permanently withdraw a program participant at any time. Reasons for permanent withdrawal may include, but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the Camp Coordinator, Family Life Director and the Executive Director.

If your child's schedule changes or you withdraw from the program, you must turn in the *Camp Status Change Form* to the Welcome Center with a week's notice to avoid billing. **No** phone or verbal withdrawals will be accepted. At a minimum, parents must cancel prior to the week their child is registered to attend camp.



It's as easy as 1-2-3! Check out the At-A-Glance Parent Checklist (located on page 15) for a quick and simple reference tool on getting your child officially enrolled into camp!

PAYMENT INFORMATION

Payment Procedures

Participants are required to have a valid credit/debit card on file at the time of registration. The credit/debit card will be charged in full for any programs selected on the registration form between the Friday *before* and Monday of the selected week. Only the registration fee/deposits can be paid by other means. If your card is rejected, you will be notified the Friday before the selected week. Your child will not be permitted to attend the selected program until the fee is paid *and* a valid card is on file.

Fees are charged every week regardless of the total number of times your child attends camp. Full payment is due even if your child does not attend at all. When a child is absent due to suspension from the program, full tuition payment is still expected. Families will be charged an extra fee of \$10 per week per child if a child is registered for pre or post camp but does not attend pre or post camp that week. There is a \$20 charge for returned payments.

To cancel a week of camp and avoid being charged, you must obtain a *Camp Status Change Form* from the Welcome Center and return it to the Welcome Center *one week before the start of the selected week*. No verbal, emailed, or over the phone withdrawals are accepted.

Hamilton County Child Care Subsidy

Hamilton County child care subsidy is accepted for Traditional Day Camp, Pre/Post Camp, and Teen Camp. Subsidy is not accepted for Sports Camps, Specialty Camps, or the LIT program. **It is the responsibility of the parent to add Powel Crosley, Jr. YMCA as an authorized provider before the child starts in the program.**

This can be done by going to <http://www.hcjfs.hamiltonco.org/ChildCareConnections.htm> or calling your case worker. Our Provider name is Powel Crosley Jr. YMCA Learning Center and our address is 9601 Winton Rd.

It is also the responsibility of the parent to tap the child in and out each day using the Ohio ECC system. Parents will be charged the full camp fee for children who are not authorized or are not tapped in/out. It is also the responsibility of the parent to ensure that their child attends camp a minimum of 25 hours per week. If a child attends less than 25 hours in a week and no absences are left to use, the parent will be charged for the difference in payment from HCJFS. Families using child care subsidy must follow all registration procedures, and pay the \$25/\$50 registration fee and a \$1.00 deposit per camp week.

Credit and Refunds

Once a week of camp begins, we will not give credits or refunds for that session. We do not refund or give credit for the registration fee or deposit, nor is it transferable to another session of camp.

Overtime/Late Fees

A late fee of \$1.00 per minute per child will be charged if a child is not picked up when the program end time. The individual that picks up the camper will be expected to sign the late fee slip and full payment is required before the child returns to camp. If late pick-up is more than one hour, Child Protective Services will be contacted. Excessive late pick-ups may result in the child's dismissal from the program.

Financial Assistance

The YMCA of Greater Cincinnati believes that no child should be excluded from an activity because they are unable to afford the fees. Payment assistance is available to any eligible family through the YMCA's Annual Support Campaign. Some programs also receive assistance through United Way or other agencies. Enrollment and financial funds are limited, and as a result, we encourage you to apply early. **In order to apply for a camp scholarship, you must prove that you do not qualify for Hamilton County child care subsidy.**

Notification of approval generally takes 2 weeks and will be emailed to the address provided on the *Camp Scholarship Form*. Incomplete scholarship applications will be returned to the family via mail.

Tax Information

We highly encourage you to keep your receipts for tax purposes. If you need a tax statement, one can be requested by filling out a *Payment History Request Form* at the Powel Crosley, Jr. YMCA Welcome Center. Please allow 5 business days (Monday-Friday) for your request to be processed.

**YMCA TAX I.D. NUMBER:
31-0537178**

CODE OF CONDUCT

Camper Code of Conduct

The YMCA of Greater Cincinnati has a responsibility to protect the children in our programs and to promote the YMCA mission that includes practicing programs based on Christian principles that build healthy spirit, mind and body. We teach children to resolve conflicts by peaceful and non-violent means. In support of this responsibility, this Code of Conduct governs the behavior of all adults at the YMCA programs. Staff, parents, and visitors are to treat each other professionally, with respect, and act as role models for the children.

The Code of Conduct identifies unacceptable behaviors by any participant while in any space designated as YMCA program areas. Misconduct includes, but is not limited to, the following:

The Code of Conduct identifies unacceptable behaviors by any participant while in any space designated as YMCA program areas. Misconduct includes, but is not limited to, the following:

- Profanity
- Threats, intimidation, or harassment
- Mental or bodily harm
- Disruption or obstruction
- Disturbing the peace
- Dishonesty or misrepresentation
- Violation of criminal law
- Possession of weapons
- Dressing inappropriately
- Possessing illegal substances (including alcohol, tobacco, and other drugs)
- Engaging in sexual activity, harassment or other display or conduct
- Misusing photographic devices

Anyone found in violation of the YMCA Code of Conduct is subject to termination of services, dismissal, and/or criminal charges.

Rules We Live By

The following is a list of rules that all campers must adhere to at all times:

- Keep your hands and feet to yourself
- Rocks and sticks belong on the ground
- Use appropriate language
- Respect all campers and staff
- Follow all directions
- Wear appropriate footwear
- Stay with your group
- Toys and games belong at home including personal sports equipment
- Electronics and cell phones stay at home
- Leave money at home
- Balls belong outside or in the gym
- No pets in the program area
- No vehicles in the program area

Discipline

In youth programs, we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary in organizing and maintaining a large group to set limits and guidelines. When a set boundary is broken, it is also essential to provide some form of understanding. All specifications under Ohio Child Care Licensing Rule 5101:2-12-22 apply to all YMCA employees (please see the Family Life Director for a copy of this rule).

The YMCA Discipline Policy follows these steps:

- Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, appropriate to the situation, and to each child's individual development. Verbalization of feelings for children, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.
- No cruel, harsh or unusual punishment, and no corporal punishment including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.
- No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
- In the case of physical fighting among children, restraint by the staff may be used for the safety of the children involved, but no form of physical punishment or physical restraint is ever used otherwise.
- Discipline is never imposed for failure to eat or toileting accidents, nor is food, rest, or toilet use ever withheld as a means of discipline.
- Physical exercise is never used as a punishment or discipline method.
- No child is ever humiliated, subjected to profane language or other verbal abuse, or abused or neglected while in the care of the YMCA.
- No child is ever shamed, humiliated, or frightened by any form of discipline.
- No discipline technique is ever delegated to another child. The entire group will not be disciplined as a group due to the unacceptable behavior of a few.
- "No" is used only if followed by an explanation.

Suspension/Expulsion Policies

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, the inappropriate behavior may continue. When this happens, the YMCA supervisors can exercise the option to suspend a child from the program. The YMCA supervisors can also request that a child be picked up before the program end time due to behavior issues (failure to pick up your child within 1 hour of notification will result in being charged a late fee of \$1 per minute per child). If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

The following behaviors will not be tolerated and if exhibited, the child will be sent home immediately:

- Verbal or physical aggression toward staff or other adults
- Verbal or physical aggression toward other children
- Exhibiting behavior that endangers the safety of the children, staff, or the other adults
- Racism or threats to another person
- Bullying or excessive teasing
- Attempting to leave the program or premises without staff permission
- Consistently disregarding the rules and authority of the staff
- Possession or pretending to possess weapons of any kind
- Possession of drugs, alcohol, paraphernalia, etc.

If a child is affected by this policy, the parent will be notified prior to any action taken by the staff. As we state in our program goals, our program promotes "opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting the rights and property of others." We strive to help each child reach his or her full potential as a productive, responsible human being.

CAMPER SAFETY

Procedures for Emergencies or Accidents

All efforts to ensure safety are made at all times. However, although all children will be supervised at all times by staff, an emergency incident or accident may occur. The following general policies are in place to help ensure safety of all campers:

- All camp programs have a telephone available for emergencies as well as for communication with parents. The YMCA number is: (513) 521-7112. The staff will locate the Camp Coordinator or next available manager to assist in the communication process.
- A First Aid Kit is located in the program area's primary space and each group will carry their own kit.

- Children's information concerning medical records, health records, and emergency transportation authorization (filed alphabetically) are kept in the administrative area. Copies of these forms are made available for counselors to be taken during the transportation of children to scheduled field trips.
- All children must have *Emergency Transportation Authorization* on file. This is located on page 4 of the *Registration Packet*.
- YMCA personnel will NOT transport children in their personal vehicles, even in emergency situations.

In the Case of a General Emergency

General emergencies include: threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, and loss of power, heat or water. The staff will follow the posted procedures by the YMCA of Greater Cincinnati in regard to general emergencies.

If camp has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once children are in a safe place, staff will alert parents of their whereabouts and the emergency situation at hand. Staff will be with the children at all times and no one will be left unsupervised.

In the event of a facility lock-down, we will relocate the children to a designated space in the building depending upon the emergency.

In any event where there would be loss of power, heat, or water, we will contact parents at that time to notify them that their children are to be picked up from the program.

Emergency Transportation Authorization

We are unable to accept enrollment for families who refuse to grant permission for their child/children to be transported for emergency medical or dental treatment. During the time of registration, you will receive a *Registration Packet* that contains many important forms that must be completed and kept on file, including documentation on *Emergency Transportation Authorization*.

In the Case of an Accident/Illness

The Camp Counselor or Camp Coordinator will attend to the accident and/or illness. All other staff shall clear the area and supervise the other children. Minor accidents such as cuts, bruises, etc., will be treated by a staff member. If warranted, the Camp Coordinator will immediately call the appropriate emergency contact numbers. If the parents or guardians cannot be reached, the emergency contacts will be called.

In the Case of a Serious Accident/Illness

If a child is injured or becomes severely ill at camp, 911 will be called and then the parents/guardians will be contacted. If the situation requires transportation to a hospital, an emergency squad will transport the child to the appropriate facility. A staff member will accompany the child until a parent or guardian arrives. The staff member will take a copy of the child's *Registration Packet* with them.

In the Case of Child Abuse or Neglect

Staff members are trained to observe children on a daily basis as they enter the program to look for a variety of signs of child abuse and/or neglect. The YMCA has a number of policies and procedures in place designed to help safeguard and protect children from abuse and neglect. The Director and each employee of the program are required by law to report any suspicion of child abuse or neglect to Child Protection Services.

Incident/Accident Reports

If a child is involved in an incident or accident during camp, the staff will complete an *Incident/Accident Report*. Staff will also fill out this form if they are suspicious of abuse or neglect. One copy will be given to the Executive Director and one copy will be retained on file. Parents will be told about the incident/accident by a phone call or verbally with a *Parent Communication Form* for their records. Incidents or injuries that require an *Incident/Accident Report* include but are not limited to: illness, accident or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff, etc.

Illness Policies

All staff members are trained to recognize the signs of communicable diseases and other illnesses. A trained staff member will observe each child as he or she enters the program.

Any child who develops the following symptoms while in our program will be isolated immediately in the designated First Aid area until discharged to his/her parent or guardian. **They may only return with a doctor's note stating that the child's condition is not contagious.** The symptoms include:

- Temperature of at least 100°F when in combination with any other sign or symptom of illness.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged and **may be readmitted to the program after he/she is free from all symptoms for 24 hours.** These symptoms include:

- Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- Evidence of untreated lice, scabies or other parasitic infestations.
- Untreated infected skin patches, unusual spots or rashes.
- Sore throat or difficulty in swallowing.

Isolation Precautions

A child isolated due to a suspected communicable disease (or symptoms listed under the Illness Policy of this handbook) shall be:

- Within sight and hearing of an adult at all times.
- Cared for in another room or portion of a room away from other children.
- Made comfortable in an area. After use, the area will be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the area shall be cleaned with soap and water and disinfected with an appropriate germicide.

Management of Illness

YMCA programs cannot allow "mildly ill" children to attend. A mildly ill child is defined as someone who is experiencing minor cold symptoms. If a child cannot participate in the regularly scheduled programs, he/she should remain at home. Note that our employees will also abide by the same communicable disease policies as the children. This means that no employee shall be permitted to work if they display any symptoms listed in our illness policy.

A child who becomes ill during the day will be discharged to the care of his/her parent or guardian as promptly as possible. If the parent or guardian is unable to pick the child up, the staff will discharge the ill child to the person who has been designated by the parent. If no one has arrived to pick up the ill child within 1 hour of initial contact, a late fee of \$1 per minute per child will be charged.

In the case of exposure to a communicable disease, parents will be notified by email or in the camp newsletter.

Medications

Administration of medication or special diets will be undertaken by the program, after receipt of a completed, *Request for the Administration of Medication Form* and *Medical/Physical Care Plan* are received and signed by a parent/guardian. This form can be obtained at the Welcome Center. The Camp Coordinator/Family Life Director must receive this form before any prescribed medications will be accepted or administered. The Camp Coordinator, in a confidential log, will note all administrations of medications.

Over-the-counter medication/topical lotions cannot be administered, given to, or applied to children. Sunscreen lotions are very welcome at camp, however they are categorized as a topical lotion. Parents must provide authorization for their use. For most camps you may do this by completing the *Authorization to Participate* section of the *Registration Packet*. Sunscreen cannot be applied during Pre/Post Camps unless an *Administration of Medication Form* is on file for the child.

Inhalers and Other Emergency Medications

Pertinent information regarding any special medical issues, special needs and allergies must be clearly noted in the Health History section of your child's Enrollment Packet. All inhalers and other emergency medications are readily available to program staff members who are working with children that may need such items. Children are not permitted to carry inhalers or emergency medications.

It is important to keep staff aware of any allergies your child may have such as possible allergic reactions to bee stings, peanuts, other food allergies, etc. If you know your child is allergic to something, please note this information on his/her health history and note the severity of a possible reaction. Please provide any emergency medications (bee sting kits, Epi pens, etc.) for your child.

A *Request for the Administration of Medication* form must be on file for all inhalers and other emergency medications. Parents will be notified if emergency medications need to be used.

YMCA of Greater Cincinnati Disclaimer/Hold Harmless Statement

All participants or in the case of a minor, their parent/guardian must sign off on the YMCA of Greater Cincinnati Disclaimer/Hold Harmless Statement before participating in a YMCA program. This statement is a part of the *Enrollment Form* located in the *Registration Packet*. The statement is as follows:

I understand that the YMCA of Greater Cincinnati assumes no responsibility for injuries or illness which I may sustain as the result of my/our physical condition or resulting from my participation in any athletic activities, sports programs, the use of any equipment, exercise, or any other activity at the YMCA. I expressly acknowledge on behalf of myself and my heirs that I assume the risk of any and all injuries and illness, which may result in my participation of these activities. I hereby release and discharge the YMCA of Greater Cincinnati, its agents, servants, and employees from any and all claims of injury, death, loss, or damage, which I may suffer as a result of my participation in these activities.

I understand that the YMCA of Greater Cincinnati is not responsible for personal property lost or stolen while using the YMCA facilities or while on YMCA premises.

On behalf of myself and my heirs I will adhere to the YMCA Code of Conduct. I understand that the YMCA of Greater Cincinnati will hold me accountable to the Code of Conduct, and may restrict my access to the YMCA facilities and its programs upon breach of the code.

I acknowledge the Waiver set forth above and, being in sympathy with the mission statement of the YMCA, I hereby accept the policies of and procedures of the YMCA of Greater Cincinnati.

CAMP LIFE: WHAT TO EXPECT

Camper Orientation

Campers will receive an orientation on their first day of attendance to review rules, policies, and procedures.

Arrival/Departure

For traditional day camp, campers should arrive at camp by 9:15 a.m. to be signed in at their camp's meeting spot. After 9:15 a.m. parents will have to locate their child's group/counselor for sign in which may require the parent to walk into camp. **Day campers will not be accepted after 10:00 a.m.**

Please anticipate that picking up your child may take several minutes as the child may need to end an activity and retrieve his/her things and as children may be located in different areas of our facility. A staff member may also request that you walk to their location if something in regards to your child needs to be discussed. If children are inside for activities or because of inclement weather, parents will be asked to escort/pick up their child from their current location in the building after signing them in/out.

The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file, which may include a custody agreement. No child will be released from a program to anyone other than the parents, legal guardians, or other

persons specifically indicated in the *Registration Packet*. We require that you give advance, written notification to the program Director when changes occur. Staff will ask for verification of identity before releasing a child.

Early Pick-up / Late Drop-off Policy

If arriving or departing the program other than the scheduled times, staff must be **notified in writing in advance**. Parents are responsible for communicating this information in advance so that counselors can ensure the camper(s) are ready and waiting at the appointed time and designated location. **Please try to avoid picking up early...this removes a camp director from her duties and from your child's awesome camp experience.** Also, please avoid Early Pick-up/Late Drop-off on Field Trip days.

Late Pick-up Policy

A late fee of \$1.00 per minute per child will be charged if the child/children are not picked up on time. The individual that picks up the camper will be expected to sign the late fee slip, and full payment is required before the child returns to camp. After ten minutes, parents and emergency contacts will be called. **If late pick-up is more than one hour, Child Protective Services will be contacted.** Excessive late pick-ups may result in the child's dismissal from the program.

Verify Absences

When your child will be absent from the program, please notify camp staff. Parents are encouraged to notify the YMCA by calling the Powel Crosley, Jr. YMCA Welcome Center at (513) 521-7112 and asking for the Camp Director's voicemail. (There is no refund for absences.)

Self Sign In/Out Policy

Children who are **12 years old and a member of the YMCA** have the ability to sign themselves in and out of camp **with a signed permission slip**. Children can only sign out during scheduled departure times, not in the middle of the program. **Children who are enrolled in the Pre and/or Post Camp program cannot sign themselves in or out.** Children must stay on YMCA property and be unsupervised no longer than 2 hours. Children signing themselves out must follow all rules. **Siblings cannot sign each other out from camp.** The YMCA reserves the right to revoke this privilege at any time. The *Self Sign Out Permission Form* is available upon request at the Welcome Center.

What to Wear

Your child will get dirty! It is important that campers dress appropriately for any weather and that they are comfortable. On rainy days, campers will still go outside, and may need to pack a light wind jacket or extra set of clothes. No sandals, flip flops, crocs or dress shoes are allowed! **Your child must be in tennis shoes.**

Outdoor Activities

The program shall provide outdoor play each day in suitable weather for all camps. Day, Teen, and Sports Camp programs are primarily based outdoors. In the event of inclement weather conditions, such as severe storms, winds, or extreme high or low temperatures to the extent that we cannot remain outdoors, the program will provide alternate indoor activities. This will include, but is not limited to, organized games such as kickball, basketball, tag, and developmentally appropriate group games. Indoor activities will be conducted in the Lodge or YMCA main building.

The staff maintains daily contact with local weather services and monitors for storm watch and weather signals. At the discretion of YMCA staff, the program participants will be moved to their alternate indoor weather site as the weather changes. However, predicting the weather can sometimes be difficult. If a downpour of rain should occur, campers will be kept in a sheltered location until they can be safely moved to an indoor facility. Due to our love of nature, we may not go indoors during a quick and light summer shower!

Swimming Policy

Parents/guardians must complete the *Swimming Permission Slips* section of the *Registration Packet* to give written permission for their child to swim or otherwise participate in water play activities. If you do not want your child to swim for any reason, please notify staff in writing.

Staff members will always accompany and supervise children at swimming sites. Staff members review all of the center's swimming rules with campers before each opportunity to go swimming. Staff/child ratios will be maintained. We will only use pools that are staffed with certified lifeguards with CPR and first aid training. During all recreational swimming activities,

certified lifeguards will be present at all times. 50% of Camp Counselors will swim with their groups and 50% of Camp Counselors will remain on the pool deck to provide additional supervision. Program participants must complete a swim test on their first day of swimming, to evaluate their skill level. Depending on the swim skills demonstrated, campers might be limited to a specific area of the pool and might be required to wear a flotation device provided by the YMCA.

All children should arrive at camp prepared to swim. Children should have their swimsuit and sunscreen on upon arrival. Please remember to pack appropriate undergarments for your child.

What to Bring

It is recommended that each child bring a backpack or other easy-to-carry bag to camp. Parents and campers should refer to the *At-A-Glance Backpack Checklist* (pg. 16) located in this handbook. It also lists items that your camper will not be allowed to bring to camp!

Lost and Found

It is important to label your child's possessions. All campers' possessions should be labeled with their last name or first and last initial. (Sharpies® work great!) This vastly improves the chance that you will have the items returned if they are misplaced. Remember, many younger children do not remember what their possessions look like! The YMCA staff will do their best to remind campers to pick up their items daily. Lost and Found items will be kept for the week at which point unclaimed items will be donated to charity.

Field Trip Information

Day, Teen, and LIT campers have 1 field trip or special event per week. Parents/guardians must complete the *Field Trip* section of the *Enrollment Agreement* to give written permission for their child to attend any field trips or excursions away from the program site. Attendance will be taken at the beginning of each trip, during, and again at the destination. All participants will adhere to all bus rules and safety guidelines.

Copies of *Registration Packets* with health history and complete emergency information for each child are kept with the camp staff member of each group at all times. A complete first aid kit will be taken as well. All camp staff members have radio/cell phone communication with each other at all times for routine and special field trips.

The YMCA shall only use a reputable bus service for routine and special field trips. These vehicles undergo regularly scheduled maintenance to ensure our participants' safety. YMCA staff members cannot transport children in personal vehicles under any circumstance.

Field Trip T-Shirt Policy

Each child will receive a "Field Trip" shirt. These shirts must be worn for every field trip to aid in supervision of the group. The shirts provide identification regarding the program's name, address, and phone number. Field Trip shirts will be distributed by the morning of the first field trip your child attends. If the child does not wear the shirt on field trip day and one has already been received, the parent/guardian is required to pay for a loaner shirt (\$5.00) to be worn that day. Loaner shirts must be given back to camp before going home for the day for laundering. Payment will be requested at the time of drop-off. Payment will be requested at the time of drop-off. **A field trip shirt is required for your child's safety.**

Food Information

Daily nutrition plays a vital role in your camper's day. Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. Your child's lunch and snacks should be nutritious and help fulfill a child's recommended daily dietary allowances. If parents need assistance in determining what these allowances are, the program can provide this information. Parents are asked to inform staff of any special dietary needs.

Morning Snack

Pre Camp will provide a morning snack for one hour beginning at 7:30 a.m. Snack will end promptly at 8:30 a.m. The healthy snack will always consist of foods from 2 different food groups. All children should be fed a nutritious breakfast **prior** to their arrival to camp. Breakfast is one of the most important meals of the day! Ensure your camper has had a nutritious breakfast to fuel up for their day!

Campers attending ½ day (Sports and Specialty Camps) will eat snack at approximately 10:30 a.m.

Lunch

All campers attending a fall day camp will be provided a lunch through a licensed vendor. A menu will be available each week.

Campers may still have to pack a lunch on field trip days, depending on the timing of the field trip. If we are unable to provide lunch for campers through the summer food program, parents will be notified and instructed to pack their child's lunch.

All campers attending a full day camp may choose to bring a **sealed container** with a nutritious lunch, containing foods from all food groups. All lunches should be ready to eat, with no need for refrigeration, cooking or microwaving. It is recommended to pack lunches in insulated containers with a freezer pack to keep items cold. For field trip days, please only send lunch in disposable bags. Plastic grocery bags (with the camper's name on it) work great to carry lunch and a beverage in! This will make it easier for campers to transport lunches, throwing things away, etc. In addition, campers will not have to worry about losing containers, freezer packs, etc.

Afternoon Snack

Campers will be provided a snack at approximately 3:30 p.m. before camp dismisses. The healthy snack will always consist of foods from 2 different food groups. All Campers are welcome to pack a nutritious snack to eat during appropriate times of the day if they feel hungry.

AT A GLANCE: BACKPACK CHECKLIST

Inside the Backpack

Each camper should have a backpack or other easy-to-carry bag filled with items they will need to have a successful camping experience. All items, including the backpack should be labeled with the camper's name.

Don't forget to pack...

- Refillable water bottle
- Swimsuit and undergarments
- Towel
- Sunscreen
- Goggles *(Optional)*
- Hat for sunny days
- "Field Trip" shirt on field trip days
- Jacket/sweatshirt for cool days
- An spare set of clothes and socks
- Rain jacket or poncho
- Nutritious lunch and drink in a sealed container (if desired)

Don't forget to dress for the weather! Camp is held outside each day!

Remember to label ALL of your camper's possessions!

Check your child's backpack each day for important information, arts & crafts projects, etc.

What should my camper leave at home?

Under no circumstances should children bring the following items to camp. If children do so, staff reserve the right to confiscate it and return it to a parent at the end of the day.

- Money
- Electronics (game systems, iPads, CD players, cell phones, etc.)
- Pokémon cards and similar trading-cards
- New or expensive clothing and shoes
- Toys
- Animals
- Motor vehicle

The YMCA and YMCA staff are not responsible for lost, stolen, or broken items.

AT A GLANCE: PARENT CHECKLIST

The Registration/Enrollment Process:

It's as easy as 1-2-3! This At-A-Glance Checklist provides parents a quick and easy outline of the registering process and notes important dates and steps that parents must follow to officially get their child/children enrolled in camp.

Step #1: Registration

Registration ensures your child's spot in camp. Parents/guardians will need to complete and turn in the following in order to register:

- 2019 Summer Camp Registration Packet
- Up-to-date Immunization Records
- Registration Fee (\$25/child or \$50/family)
- Deposit or Fee for each selected camp (per week/per camp/per child)
 - Sports Camps and Specialty Camps require full payment of fee at registration.

Step #2: Get Your Camp Questions Answered

- Attend Camp Kick-Off Day on March 2nd or Healthy Kids Day on April 27th.
- Email jvondermeulen@cincinnatiymca.org or email pcamp@myy.org.
- Call the Welcome Center at 513-521-7112

Step #3: Payment

A child is not officially enrolled in camp until the registration form, all the enrollment paperwork, and payment have been received. Tuition will be collected via the automatic credit card enrollment policy (see page 6).

Don't forget...

Camp Kick-Off

**Saturday, March 2nd
9:00am-12:00pm**

The following forms are available upon request at the Welcome Center and are due during the enrollment process:

- Camp Status Change Form (Cancellation)
- Administration of Medication Form
- Medical/Physical Care Plan Form
- Assessment & Accommodation Form

DAY CAMP & PRE/POST CAMP

Day Camp

Day camp is designed for children ages 6-12. Children must be entering 1st grade. Pre and Post camp hours are available in addition to the Day Camp program for families who need care before and/or after regular camp program hours.

Fee & Schedule Information

Fees and schedule information are available in the Camp Brochure.

Day Camp Programs

We have 11 weeks worth of camp fun planned for your child. Each week will be a different theme, but will focus on one of our four core values! Pick and choose the weeks you like, or choose them all!

SAMPLE DAILY SCHEDULE

Each week, camp is designed around a different theme. However, campers and parents will find comfort in knowing the schedule of activities remains basically the same each day. Your child's schedule will vary based on their age group, trail group assignment and field trip. Your camper's day will typically consist of:

Pre Camp Schedule

6:30-7:30 Campers Choice in designated area

7:30-8:30 Snack

8:00-8:45 Group games and activities

8:45-9:00 Transition to day camp

Day Camp Schedule

9-9:30 Sign in, trail group activities at tables

9:30-9:45 Fire Circle

9:45-10:15 Sports Game

10:15-10:30 Change for swimming

10:15-10:45 Trail Group Activities

10:30-11:30 Swim

11:30-11:45 Change

11:45-12:15 Trail Group Activities

12:15-12:20 Fire Circle

12:20-12:50 Lunch

12:50-1:00 Clean Up

1:00-1:30 Drop Everything and Read (DEAR)

1:30-2:30 Achievements

2:30-3:30 Campers Choice/Clubs

3:30-3:45 Fire Circle then snack

3:45-4:00 At table for dismissal and transition

Post Camp Schedule

4:00-4:15 Transition to post camp

4:15-5:45 Group games and activities

5:45-6:00 Clean Up

Description of Activities

Below is a brief description of activities indicated on the Daily Schedule and/or Program Descriptions:

Activity	Description
Swim Time	Campers will participate in daily swimming activities at the Outdoor Pool, Waterpark, or Indoor Pool. If registered, campers will take swim lessons during this time 1 day per week.
Transition	Transition includes campers walking from one activity straight to the next.
Fire Circle	Fire Circle is our daily meeting place where we gather to start and end our day, sing songs, and give activity instructions.
Trail Group Activities	Children participate in activities their counselor has planned for them. Typically, these activities take place at the group's designated table.
Lunch/Snack	Staff and children spend quality group time together in a relaxed atmosphere to enjoy lunch and snacking.
Drop Everything and Read	Campers may read, work on a workbook, or write during this quiet time. Books are available to borrow but campers are encouraged to bring their own.
Achievement Periods (Children are grouped based on their age when they start camp.)	Campers enjoy a variety of organized group activities, usually relating to our weekly theme. Activities could include: Sports – returning favorites & sports new to camp Science & Nature – activities focused around caring for the Earth & scientific exploration Arts & Crafts – designed to match the weekly camp theme Character Development – games & activities that concentrate on our four core values Games – returning favorites & games new to camp Hodge Podge – a little bit of everything
Campers Choice	During Campers Choice time, campers choose their activity based on interest. Station choices include things such as kickball, trail time, crafts, dance, science, drama, games/puzzles, and more!
Spirit Fridays	On Fridays, campers will be asked to participate in Spirit Days. This is designed to enhance the camping experience and often includes special events or campers being asked to wear particular items to show their spirit!

TEEN CAMP / CIT PROGRAM

Teen Camp

Teen camp is designed for children ages 12-14. Pre and Post camp hours are available for families who need care before and/or after regular camp program hours. Though the themes are the same as Day Camp, teens will be responsible for planning their weekly activities and daily tribe schedule. This is done with the assistance of their Camp Coordinator and by following specific guidelines that focus on leadership development, cultural awareness and self worth!

Leaders in Training (LIT)

Our LIT program is designed for teens ages 13-15. This program is designed to develop future camp counselors. Teens in this program will have the opportunity to develop their leadership skills, communication skills, and embrace the philosophies of volunteerism. LITs assist summer camp staff with various activities, including general and specialized sports and games, arts and crafts, and general supervision of participants. **Teens interested in the LIT program must apply and interview.** The LIT application packet is available upon request from the Welcome Center. This program is selective. LITs must stay for a 1 hour meeting/training session each week.

SPORTS & SPECIALTY CAMPS

Sports & Specialty Camps

Sports & Specialty camps are designed for children ages 4-12. These programs promote development and provide an opportunity for campers to receive additional instruction and technique in their favorite sport or specialty area! Please refer to the Camp Brochure for specific camps, dates, times, ages, and rates. Campers attending any Sports or Specialty should bring a water bottle.

Hamilton County child care subsidy is not accepted for these camps. Full fee is due at registration.

For scheduling purposes, parents/guardians may opt to have their child/children participate in a Sport or Specialty camp **and** Day or Teen camp (this is not an option for Preschool Campers). This would allow the camper to attend a full day of camp. This would have to be noted on the *Registration Form*. The fees for that week's camps would be adjusted to account for only being at Day/Teen camp for part of the day. See the Camp Brochure for more information. Parents may also opt to register their child for Pre and/or Post camp hours as well.

Campers enrolled in a Sports or Specialty camp **and** Day or Teen camp will most likely **not** attend the Sports/Specialty Camp on Field Trip days. These trips usually occur during the morning session (before 12:00 pm). On field trip days, if you would prefer that your child attend Sports/Specialty Camp instead of the field trip, you are responsible for ensuring that your child is picked up by the end time of the Sports/Specialty Camp.

Sports and specialty camps are not ACA accredited.

Information Required by Ohio Administrative Code

Center Parent Information The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-07 of the Ohio Administrative Code.

IN CLOSING...

We appreciate that your family has selected the Powel Crosley, Jr. YMCA to care for your child. Just like you, we care deeply about your child. Your suggestions and comments will receive careful consideration as we continue to design a program responsive to the needs of your family.

Questions or comments:

Jen Vonder Meulen

Family Life Director

jvondermeulen@cincinnatiymca.org

513-521-7112