



Geneva Lakes YMCA

2019

Summer Day Camp

Parent Handbook

GENEVA LAKES FAMILY YMCA
203 S. Wells Street, Lake Geneva, WI 53147
P 262 248 6211 www.genevalakesymca.org

To the parents of YMCA Day Campers:

Thank you for enrolling your child in our Summer Day Camp. We are excited about the upcoming camp season and pleased your child will be part of our program.

Y Day Camp is about more than looking after kids. It's about nurturing their development by providing a safe place to learn foundational skills, develop healthy, trusting relationships and build self-reliance through the Y values of caring, honesty, responsibility and respect. Kids will have the opportunity to explore nature, find new talents, try new activities, gain independence, and make lasting friendships and memories. And, of course it's fun too!

Summer Camp will start the week of June 10th and end on August 23rd. Day Camp will run every week throughout the summer from 9:00am to 4:00pm Monday through Friday with FREE extended care 7-9am and 4-6pm. We are licensed to house 45 children per day. However, you may be placed on a waiting list and notified the week before if there is room to accommodate your child.

You may select the week/weeks to register your child for by putting a \$25 deposit down to hold your spot per week. Your child must be between the ages of 4 and 12 years old. The L.I.T. (Leaders in Training) Program is for youth 13 to 15 years old.

We have prepared this handbook with you in mind and hope to clear up any questions and/or concerns you may have. Please take the time to become familiar with the policies and procedures of the camp program in which your child is participating.

If you have any questions that are not answered within this handbook, please call the Geneva Lakes Family YMCA at (262)248-6211 ext.26, or send an email to jami.golz@glymca.org. We look forward to meeting you soon!

Jami Golz
Youth and Family Director

Sherri Baker
Associate Executive Director

- Deposit may be transferred to a new week of camp on a space available basis. Transfer must be completed 14 days prior to the start of the initially registered camp week.
- Deposits cannot be transferred to a week in which you are already registered. Deposit is not transferable to another Y program.

Balance Payments

- For those that do not pay in full at the time of registration, you must be enrolled in the Automatic Payment Plan. Tuition is paid using a credit or debit card/EFT automatic payment. This payment will run the Wednesday prior to your scheduled week. (See cart below).

Transfers

- A transfer of the deposit and balance from one camp week to another new week will be accepted on a space available basis. Transfers must be completed no later than 14 days prior to the start of the camp week initially registered for.
- If the transfer is requested less than 14 days prior to the start of the camp week initially registered for, the deposit will be forfeited. A new deposit will be required to secure spot in the new camp week.

Cancellations

- If a cancellation request is initiated at least 7 days prior to the start of the camp week registered for, a YMCA credit will be issued **minus the \$25 deposit**.
- If a cancellation request is initiated less than 7 days prior to the start of the camp week registered for, **no YMCA credit will be issued. The entire deposit and balance paid is forfeited.**

Absences

- During the camp week, if your child will be absent for any reason, please contact the YMCA at (262)248-6211 prior to 8:00am. A YMCA staff person will forward your message to the appropriate camp supervisor.

Reminders

- To be considered a member and to receive the member rate for camp, a **current Youth or Family membership must be in effect at the time of sign-up only and for the duration of camper attendance.**
- Space is limited, so register early to guarantee your child's spot. We cannot guarantee enrollment unless you have registered for the week and paid the \$25 deposit as well as submitted all required forms.
- Initial registration must be done in person at the YMCA Front Desk or by emailing Jami Golz, Youth & Family Director jami.golz@qlymca.org if you reside outside of state. For your convenience, registration paperwork is available online at the Y's website: www.genevalakesymca.org

Automatic Payment Schedule

Please make note of each due date, as the policy will be strictly enforced! (We are now able to set up automatic withdrawals).

Week #	Draft Date	Week #	Draft Date
1 (June 10-14)	June 5 th	7 (July 22-26)	July 17 th
2 (June 17-21)	June 12 th	8 (July 29-Aug 2)	July 24 th
3 (June 24-28)	June 19 th	9 (Aug 5-9)	July 31 st
4 (July 1-3)** No Camp July 4 th & 5 th	June 26 th	10 (Aug 12-16)	Aug. 7 th
5 (July 8-12)	July 3 rd	11 (Aug 19-23)	Aug 14 th
6 (July 15-19)	July 10 th		

Financial Assistance

The YMCA has financial assistance available. To enroll for camp scholarship assistance, please stop by our Front Desk for an application. Allow 10-14 business days to process scholarship requests.

Forms

State Child Care Licensing by the Department of Children and Families requires all children to have completed forms. No requested information can be left off of the state required forms. Each line of requested information **must be completed** entirely, including addresses, phone numbers, medical information, etc. Failure to comply with the rules and regulations set by the Department of Children and Families will result in your child not being allowed to enroll into the camp program.

All Forms Due at Registration:

Registration, Health History and Emergency Care Plan Form: Please fill out the form completely.

Immunization Records: Print out from doctors office accepted.

Day Camp Behavior Guidelines: Please remember to sign before returning

Medical Waiver and Release Form: Please fill out the form completely and remember to sign.

Medication Authorization Form: All medication either prescribed or over the counter, will be administered only after the *Authorization to Administer Medication* form is properly completed and signed. Please note the following procedures:

- All medication **must** be in the original container and labeled with the child's name and dosage.
- We cannot administer medication over the recommended dosage listed on the medication label without authorization from the child's physician.
- Children are not permitted to take medication unsupervised; all medication is dispensed by permission of the Camp Director only.
- Dates must be clearly noted on the form. We are not permitted to keep a form open ended for use at the camp leader or child's discretion unless documented by a physician, such as for an Epi-Pen or inhaler.

- You must physically hand all medication along with an authorized form to the camp leader at check in before camp. Children are not permitted to keep any medication on them.

Arrival and Departure

Drop off is between the hours of 7:00am-9:00am. Pick up time is any time between 4:00pm and 6:00pm. After 6:00 pm, a \$10 late fee will be incurred for every 15 minutes late and will be directly added to your account. If you need to pick up your child earlier than 4:00pm, please let your child's Camp Leader know when you bring them in the morning.

Drop off and pick up will be located inside the YMCA in the Jaycee's Gym. The Front Desk can direct you to its location. If payment has not been received by Monday morning drop off you will be directed to pay at the front desk prior to signing your child into camp. Non-payment will forfeit your child's spot in camp.

It is the authorized adult's responsibility to sign their child in every morning and sign their child out at the end of the program day.

It is normal for your child to show some anxiety or reservation about day camp, especially if this is their first time. The best thing you can do is reassure them that everything will be ok, that the Camp leaders will help them make new friends, keep them informed, and be there to help guide them through their first day.

Your child is going to come home tired and most likely dirty after a day of fun-filled activities. They must dress in play clothes and appropriate gym shoes. It is important at night to make sure they are rehydrating and refueling with a healthy dinner.

Camp Essentials

What to bring: (Please label all items with your child's first and last name)

- Gym shoes (required)
- Extra set of dry clothes
- Sunscreen
- Bug Repellant
- Non-perishable cold lunch in insulated bag
- Goggles
- Swimsuit and towel
- Comb or brush if desired

- Leak-proof, unbreakable water bottle (labeled with name)
- Backpack to keep belongings together

What NOT to bring:

- Cell phones, digital cameras
- IPOD's
- Electronic games
- Trading cards
- Knives/Weapons
- Money

The YMCA strongly discourages bringing any valuables to camp. The YMCA is not responsible for lost or stolen items. If you are missing something, please check in our Lost and Found.

Sunblock and Bugspray

Due to the ages of some of the children enrolled in the camp, we will ask that you turn in the child's sun block and bug spray to the camp leader. At the end of each week you may collect the remaining bottle. If you give the YMCA permission to apply sun block or bug spray in the event that yours gets lost or runs out, you must indicate that on the enrollment paperwork. We will purchase No Name SPF 30 for sun block and OFF brand bug spray.

ANTI-BULLYING POLICY

At the YMCA Summer Day Camp, bullying is inexcusable and we have a firm policy against all types of bullying. Our camp philosophy is based on our mission statement which ensures that every camper has the opportunity to grow personally, clarify values, and appreciate diversity. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

We have a ZERO TOLERANCE POLICY for any sort of bullying! This may include but is not limited to, name calling, singling out, hitting, shoving, and aggressive behavior. While bullying is typically repetitive behavior, it can occur in a single incident that is either very severe or arises from a pattern of behavior. All such reported incidents will be investigated by staff.

Zero tolerance means that your camper may have to be picked up immediately if any sort of bullying occurs. This zero tolerance policy includes parent behavior towards staff. The camper may not be allowed at camp

Lunch

Children are required to bring their own lunch including a beverage. Please be sure to send enough food for your child because the children are active throughout the day and burn a lot of energy. Wisconsin Administrative Code HSS 55 sets specific daily nutritional requirements. When preparing your child's lunch each day, please provide 1/3 of the daily nutritional requirements. The meal should consist of at least one item from each of the following categories:

- Meat, poultry, fish, egg, cheese or peanut butter
- Two vegetables, 1 vegetable and 1 fruit, or 2 fruits
- Cereal or cracker products of whole grain and enriched bread
- Milk or water

Allergies and Special Needs

All allergies and special needs will be accommodated, and precautions will be taken when storing food and during meal times.

Leader in Training Program (L.I.T)

This program is for youth ages 13-15 that are looking to grow as responsible leaders while building confidence & self-worth. These youth will assist our Camp Leaders while learning teamwork, service, decision-making skills & child guidance. All youth will be required to participate in an application process & must be accepted into the program. There are limited spots available for this program select weeks. Applications will be available April 1st, and in-person interviews will be taking place in a May and June.

Camp Leaders

Certifications/Training

Camp Leaders are trained in CPR, First Aid, child abuse prevention, emergency procedures, child behavior modification, water safety and how to conduct camp activities including songs and games to incorporate values and education. All staff is over 18 years and have completed a criminal background check. Our staff is selected on the basis of

responsibility, ability to relate to children, and enthusiasm for the job. Please feel free to discuss questions, concerns or comments with your child's Camp Leader or the Camp Coordinator.

Communication

The key to a great summer is communication between parents and camp staff. Please make us aware of issues that may arise during the summer, concerns you or your child have and ask questions when necessary. Your child will have a communication card that he or she will bring home weekly.

All behavioral issues and concerns must be addressed with camp staff. **Parents/Guardians may not talk to other campers in regards to camp issues or attempt to intervene in any camp related incident.** When speaking with camp staff, other parents, or children at camp, you must use respectful words and tone. Inappropriate language will not be tolerated.

Disciplinary Policy

The Day Camp Behavior Guidelines Form outlines the expectations of appropriate behavior and will need to be turned in before your child begins Day Camp. The Camp Leaders are trained to use redirection techniques with the children. This has proven to be a positive and successful way of handling minor problems, day to day. We may use the time-out method if the behavior warrants it. We will never exceed 5 minutes for a behavioral time-out. We reserve the right to remove a child from a camp session for inappropriate behavior, if we feel the behavior is extreme. No refund for time missed will be given. If an incident occurs where a child conducts himself/herself in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the mission of the YMCA and camp, a Behavioral Incident Report will be filled out, and parents will be made aware of the severity of the incident. Please see an attached copy of our Behavioral Incident Report.

Emergency Procedures

Medical Emergencies

If a minor injury occurs at camp, the YMCA staff will take the necessary steps in providing first aid to your child. In the event of a serious injury requiring immediate

medical treatment, 911 will be called first, the parent second. 911 emergency personnel will be responsible for any transportation of children to local medical facilities.

Illness

If your child becomes ill at camp, a parent will be contacted and arrangements must be made to pick up your child. In the meantime, your child will be isolated and made comfortable, within sight and sound of an adult. If parents cannot be reached, the emergency contact person listed on the registration form will be contacted.

Parent/Emergency Contact must pick up the ill child within one hour after being contacted.

Children may not return to camp until they are fever free for 24hrs, no vomiting for 24 hrs, and no diarrhea for 12 to 24 hrs.

Severe Weather Emergencies

In the case of a severe weather event, your child will be kept safe inside the YMCA and follow our emergency procedures. Camp Leaders are trained in safety procedures for both inside the building and out.

Safety & Risk Management

In the event of a fire, natural disaster, lost child or accident, the following steps will be taken:

1. Camp Leaders will be responsible for their individual group.
2. The Executive Director will be notified immediately of any of the above situations.
3. Face counts will be conducted between significant activities to include, but not limited to, walking field trips, swimming, and movement from one area to another, etc.
4. In the event of a fire, the children will be removed from the building/area of danger and local fire department called.
5. In the event of a natural disaster such as a tornado or electrical storm, children will be directed to the designated area of safety.
6. In the unlikely event of a lost camper, the local authorities and parents will be contacted immediately after all other steps have been taken to locate the child.
7. Camp specific evacuation routes, emergency procedures and exposure control plans will be on site. All staff will be familiar with these procedures.

A TYPICAL DAY AT CAMP

7 AM Free extended care opens for all ages. During this time, campers participate in a variety of structured activities.

9 AM All campers and counselors will gather for our Opening Ceremony and a reminder of the Y's four core values: Caring, Honesty, Respect, and Responsibility.

Campers will then break into their camp groups for the following activities:

- Small group choice
- Activities such as arts and crafts, team building, environmental education, sports, and swimming
- Large group games
- Lunch provided by parents and a morning and afternoon snack provided by camp
- Some downtime to read a book, cool off, play a quiet game, and recharge
- Weekly field trips or on-site special events

4 PM Campers come back together for our Closing Ceremony to celebrate and reflect on their day. Free Extended Care begins immediately afterwards with more opportunities to participate in a wide variety of games and activities.

6 PM All campers and staff depart and go home to recharge for another great day at Summer Day Camp!

Camp Activities Runs 9-4pm Daily. Please have your child here during these times to get the most out of their camp experience.

Field Trips

There will be walking field trips to close-by recreational areas in town every day depending on the weather. We will occasionally be transporting children in a bus to other areas that are not with-in walking distance. All field trips will take place on a Wednesday thru Friday. Field Trip permission slips will be given to all parents on Monday at check-in if there is a field trip that week involving a bus ride. Please address any concerns with your child's Camp Leader.



'Behavioral Incident Report Example'

Child's Name: XXXXXXXX Date: Incident#:

Incident: XXXXXXXXXXXXXXXXXXXXX

Corrective Action Taken: (Staff- Please circle which action was taken)

1. The child was removed from an activity for a short period of time to talk with their Camp Leader about the behavior that had occurred and discussed ways to correct the behavior. A note was written on the Camp Communication Card to notify parents of the incident.
2. The child was removed from an activity and had to remain with the Camp Leader until the next activity started. A copy of this Behavior Incident Report and any previous Behavior Incident Reports from the current day are attached to their Camp Communication Card. A parent signature is required to return to camp the next day.
3. The child was removed from an activity and will be unable to return to any more camp activities for the remainder of the day. Therefore his/her parent or guardian will be called to pick-up their child. Copies of all Behavior Incident Reports will be attached to the Camp Communication Card. A parent signature is required to return to camp the next day.
4. The child was removed from the camp and their parent/guardian was called for immediate pickup. The child will then be suspended for the remainder of the current week.
5. The child was removed from the camp and their parent/guardian was called for immediate pickup. The child will then be suspended for the remainder of the summer

Any child causing severe harm to another child or staff member will be dismissed from camp immediately. No refunds given.

Please remind your child of proper behavior so that all campers can have an enjoyable camp session. We are dedicated to providing a fair and positive program for all children. We want your children to succeed and have a great time! Thanks for your help!

Parent/Guardian Signature: XXXXXXXXXXXXXXXX Date: XXXX



Day Camp Behavior Guidelines

It is the YMCA's goal to provide a healthy, safe and secure environment for all School Day Out participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values and to interact appropriately in a group setting.

Behavior Guidelines:

- We will **care** for ourselves and for those around us.
- **Honesty** will be the basis for all relationships and interactions.
- People are **responsible** for their actions.
- We **respect** each other and the environment.

When a child does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the camper to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and Day Camp rules, and a discussion will take place.
3. If the behavior persists, a parent will be notified of the problem.
4. The staff will document the situation in a Behavior Incident Report. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. If a child's behavior at any time threatens the immediate safety of that child, other children or staff, the parent or guardian may be notified and expected to pick up the child immediately.
6. If the problem persists and a child continues to disrupt the Summer Day Camp Program, the YMCA reserves the right to suspend the child from participating in any School Day Out Programs as well for a determined amount of time. Expulsion will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a child for the remainder of the current day:

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the Summer Day Camp Program without permission
- Continuing to disrupt the program
- Using profanity, vulgarity, or obscenity frequently
- Zero Tolerance of Bullying

Parent Signature Required:

I have reviewed with my child the Behavior Management Guidelines. I understand and agree to all the terms presented in this document.

Child/Children's Name _____

Parent/Guardian's signature _____ Date: _____



Day Camp Parent/Guardian Handbook Confirmation

Child's Name _____

I _____, received and have read the 2019 Geneva Lakes YMCA Day Camp Handbook. I understand the policies and procedures.

Signature

Date