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FOR HEALTHY LIVING
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WHAT SUMMERS ARE MADE OF!



SUMMER CAMP 2019 PARENT HANDBOOK

Capital Area YMCA
431 Pennington Avenue, Trenton, NJ 08618

609-599-9622
www.Capitalymca.org



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CAPITAL AREA YMCA MISSION STATEMENT

The Capital Area YMCA is a charitable, not-for-profit community organization dedicated to enriching the spirit, mind and body and improving the quality of life. We create and deliver values-based programs that draw their inspiration from our Judeo-Christian heritage. We serve people of all ages, races and creeds, with an emphasis on families and youth.

CAMP PROGRAM GOALS

The Capital Area YMCA Summer Camp Program is designed to allow your child the chance to become an integral part of a group of children as they learn new skills, develop lasting friendships, and pursue the YMCA mission of healthy spirit, mind, and body. YMCA Summer Camps strive:

- To provide an emotionally and physically safe environment.
- To help children build and develop feelings of self-worth and appreciation of other people, through Christian values.
- To allow children to experience activities in nature, contributing to constructive and enjoyable use of leisure time throughout life.
- To establish behavior guidelines and discipline acceptable to all campers and staff.
- To help children learn and develop physical fitness and team cooperation through exposure to various sports and games.
- To provide a forum for the exploration of creativity and imagination through participation in arts, crafts, and cultural activities.

FINANCIAL ASSISTANCE

Our programs and services are available to everyone regardless of ability to pay. The Camp financial assistance program uses a fee scale designed to meet financial needs of most families and individuals. People of all ages, backgrounds, abilities and incomes need assistance at different times in their lives; anyone can apply for Financial Assistance. If we can serve you or your family in this way, please complete the Financial Assistance Application available online at www.capitalymca.org or visit our local YMCA branch at 431 Pennington Avenue, Trenton, NJ. Summer Camp Financial Assistance is given out on a first come first serve basis. Once funds become unavailable, no other assistance will be awarded. We recommend you apply early for day camp assistance.

FOUR CORE VALUES

The Four Core Values were introduced by the YMCA of the USA in the mid 1990's. These assets were put in place to teach children the difference between right and wrong. We stress the high importance of these values every day in all our camps.



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Honesty: Being honest, dependable & loyal.

Respect: Living the Golden Rule, accepting others, showing courtesy and manners.

Responsibility: Being accountable, doing one's best.

Caring: Being kind, compassionate & understanding, showing love and charity to others.

CAMP GROUPS

3-5 year olds: Small Adventures (20:3 Ratio)

6-8 year olds: Pioneers (20:2 Ratio)

9-10 year olds: Explorers (20:2 Ratio)

10-12 year olds: Pathfinders (20:2 Ratio)

Entering 7th thru 9th grade - LITs - Leaders in Training (20:2 Ratio)

CAMP LOCATIONS AND CAMP DATES – NO CAMP 7/4 AND 7/5

Camp Small Adventures

110 Prospect Village
Trenton, NJ 08618
9 WEEKS - 6/24-8/23

Camp Adventures

431 Pennington Avenue
Trenton, NJ 08618
9 WEEKS - 6/24-8/23

Camp YMCA at Rider University

2083 Lawrenceville Road
Lawrenceville, NJ 08648
8 WEEKS - 6/24-8/16
Basketball Camp: 8/19-23

STAFF RATIOS/SUPERVISION

Staff/camper ratios that are based on the recommended ratios set by the Department of Health Youth Safety Act are to be followed during all programs run by the CAPITAL AREA YMCA.

MEMBERSHIP AT THE Y

The Capital Area YMCA is a membership based organization. At the Y, Full Facility Members get access to, child care while you work out, free group fitness classes, open pool and gym time, and take advantage of special member pricing on swim lessons, specialty classes, sports, and summer camps!!! For our preschool age-camp only (ages 3-5), a membership is mandatory from the time registration is completed and throughout the duration the child attends camp.

ENROLLMENT AND REGISTRATION

Registration begins in early January. We offer a rolling registration, meaning that registration never closes and you can register even throughout the summer! You may register for camp Monday through Saturday, however campers registered on Saturday cannot begin camp until the following Tuesday. Additionally, the Capital Area YMCA cannot accommodate same day registrations. 24-hour notice is required.



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ENROLLMENT ELIGIBILITY

All camp activities are deemed age appropriate and safe for each group. We ask that each child be self-sufficient. Self-sufficient is defined as: campers can eat on their own, use the restroom, and change independently. Assistance may be provided if needed under certain circumstances. The Camp YMCA At Rider Summer Camp only accepts children starting at age 4 ½ (entering kindergarten). Campers who are 4 ½ but are not comfortable in large groups are welcome to attend Camp Small Adventures located at our Prospect Village location that also accepts this age.

PAYMENT POLICY

If you are not paying in full at time of registration, a non-refundable deposit of \$25. is required for each week of camp you wish to register your child. Remaining fees (minus the deposit) are to be paid in full per the following payment schedule:

BILLING & PAYMENT DUE DATE CALENDAR

Early Bird Rate total balance due	March 31, 2019
Standard Rate balance due Weeks 1, 2 and 3	May 5, 2019
Weeks 4 and 5	May 21, 2019
Weeks 6 and 7	June 4, 2019
Weeks 8 and 9	June 18, 2019

CHANGES

Camp enrollment changes can be made up until the Monday prior to the week of camp, however, please note that all registration fees, membership fees and deposits are non-refundable. Please see next section for further explanation of the current refund policy for additional payments. We accommodate schedule changes on a space availability basis. If no notice is received for a change, one week's camp fees will be charged.

CREDIT, REFUNDS, NON-SUFFICIENT CHECKS

The Capital Area YMCA will refund payment, less the \$25 a week deposit, if cancellation is made within 7 days of the camp week beginning. No refunds will be given after this point. In case of illness or health related incidents, refund requests should be submitted accompanied by a doctor's note. All refunds are subject to COO's approval only and are never guaranteed. In the case that a child is removed from camp by the director, there will be NO refund or camp fees returned for the period in concern. The YMCA will assess a \$35 fee on all returned checks/not sufficient funds.



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SWIMMING

All campers will be given the opportunity to swim at least three times per week! Please remember to send your child to camp wearing their swimming gear per schedule provided. Each week, campers desiring to go in the deep end will be given a swim test. Regardless if it is week one or week nine, they must participate in a swim test by our certified lifeguards. Only those who successfully pass the deep end test will be allowed to swim in deep areas. All campers are allowed in the shallow end. Floatation devices will be provided at the pool for children who cannot demonstrate the ability to swim. Children will receive 45 minutes of swim each session. There will be a minimum of three guards on the pool deck. Alternate activities will be provided for children who do not wish to swim.

SUNSCREEN

Please apply sunscreen to your child prior to sending them to camp. By requiring families to apply sunscreen prior to camp, we can avoid the possibility of morning sunburn. The Capital Area YMCA encourages campers to bring their own sunscreen daily. Campers will be reminded daily to re-apply sunscreen as needed.

FIELD TRIPS

Our Summer Camp Program includes field trips that require either walking or bus transportation. The YMCA Camps have been successfully taking children on field trips for many years. Field trips are carefully planned and at no time will any child be left unsupervised. Camp counselors are required to keep all campers' emergency information with them at all times. There is no alternative child care provided for children who do not wish to participate in trips. All trips can be found on the summer camp calendar provided. Parents and other relatives are not allowed on field trips.

TRANSPORTATION/FIELD TRIPS

For all field trips, we use school buses and leased vehicles which provide experienced, state licensed drivers. At no time are YMCA staff members permitted to transport children in personal vehicles. During bus field trips, counselors are required to ride on the bus. Counselors will be seated throughout the bus. Campers will be required to stay seated and use safety buckles when necessary. Camp YMCA does not provide "door to door" camper transportation to and from camp. However, designated pick-up/drop-off locations are available throughout the city of Trenton. Space is limited. Morning pick-up begins at 7:00am. Afternoon drop-off begins at 5:10pm. A bus aide will always be on the bus, however, there isn't any supervision at the bus stops. Parents are encouraged to stay with their child at the bus stop until the bus arrives. Parents are not allowed on the bus. A schedule



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of stops will be provided.

BUS BEHAVIOR

All campers are expected to follow these rules:

- Always listen to the bus driver and bus aide
- Campers must remain seated and facing forward
- Keep hands to yourself and feet on the floor, not in the aisles or window
- Use quiet voices on bus
- No eating or drinking on the bus

Campers who do not follow the bus rules may be denied the privilege of attending field trips and/or riding the bus.

MEAL PROGRAM

Camp YMCA provides campers with an optional healthy meal program that includes breakfast and lunch daily for Camp Small Adventures and Camp Adventures ONLY on location in Trenton. Camp Rider has an optional lunch program for \$6.00 per day that includes a full lunch.

Please note, Camp YMCA is NOT a Nut-Free Camp. We are a Nut Aware camp. Please make sure you speak with camp staff if your child has special dietary concerns.

WATER BOTTLE AND BACKPACK

A water bottle is also required daily, labeled with the child's name and age group. Water will always be available to campers. If your child comes to camp with an unacceptable item it will be left in their backpack to be taken home.

ABSENTEEISM

Campers are to be signed into camp by 8:45 am each morning. If your child will be absent from camp, please contact:

- Senior Program Director – Jeff Hirschman (908-963-9305)
- Camp Director – Victoria Gist (609-227-7942)

Since camper attendance relies on parents or guardians dropping children off at camp or the bus stop, camp personnel will not attempt to contact parents, guardians or emergency contacts if child is not signed in as expected.



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LATE PICK UP

Late pick-up fees will be charged for each child picked up after their scheduled pick-up time according to where they go to camp. Payment must be received upon pick up or will be charged to their account that afternoon.

Late fees are charged at a rate of \$1 a minute. Chronic late pick-ups will be grounds for dismissal. See Schedule for late pick-ups by camp below:

Camp Rider: Late Pick-ups begin at 6:01

Camp Small Adventures: Late Pick-ups begin at 5:31

Camp Adventures: Late Pick-ups begin at 5:31

DROP-OFF/PICK-UP & PARKING

At drop-off/pick-up times the parking lot can be highly congested, as many other parents are dropping off as well. Please follow the signs for express drop off to ensure a speedy process. If you need to speak with camp staff, please park in a designated spot and go to the parent table. Vehicles that do not park in appropriate spots are subject to towing and will be responsible for any fees incurred. Remember to set a good example for our children.

PARENT RESPONSIBILITIES

The Capital Area YMCA recognizes that parents/guardians are the most important people in a child's life. We believe parents/guardians are #1 in importance; they are also #1 in the ability to influence and motivate their children. We welcome your advice, participation and support. If you have an issue, concern or question please speak with your Group Leader. If they are unable to meet your needs, please contact the Camp Director.

We ask that you help us and uphold these basic responsibilities:

- You are responsible for your child upon arrival to camp until he/she has been signed in and acknowledged by a staff member. Your child may not be signed in before the start of camp.
- All campers must be signed in/out each day from an adult (at least 18 years of age). Campers will only be released to persons listed on the registration form. To ensure safety, all adults must show valid photo I.D. when picking up children.
- Review the camp "Code of Conduct" and transportation rules with your child.



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- Updated personal information: Providing updated information to the Y is the responsibility of the parent and must be made immediately at the time of any change.
- Daily conversation with them regarding their day goes a long way!

WHAT TO SEND WITH YOUR CHILD

- Campers should wear comfortable, closed-toe shoes (**no flip-flops**).
- Dress your child(ren) in appropriate summer “play clothes.” Daily arts and crafts and outdoor activities may cause children to get messy!
- Campers must wear their 2018 camp T-shirt. Campers will receive one complimentary shirt for the summer. Additional shirts may be purchased.

Send your child with the following labeled items daily:

- Backpack
- Sunscreen
- Swimsuit and towel
- Hat and spare change of clothes is strongly suggested
- Reusable water bottle
- The following items are NOT permitted at camp:
 - Fast Food or Soda
 - Candy (including chocolate) or gum
 - Junk food – chips, sweets and other highly processed foods
 - Toys/Electronics (iPod, cellphone, PSP, etc.)
 - Trading cards (i.e. Pokemon)

If found, these items will remain in their backpack.

SUMMER CAMP STAFF

The Summer Camp Program operates under direct supervision of the Senior Program Director. Each age group is led by a Group Leader, whose responsibility is the entire operation, including but not limited to the supervision of children and counselors, program planning and implementation and communication. Parent relations are conducted by the Camp Director.

Team Leaders in partnership with an Assistant Team Leader are responsible for the direct supervision of a small group of campers. Many assistant team leaders are local high school juniors or seniors. All team leaders must be over the age of 18. All have cleared mandatory background checks as well as national sex offender checks. Every group has designated



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staff that are certified in CPR, AED, First-Aid, and Child Abuse Prevention, Sexual Harassment, and Blood borne Pathogens. They have had a successful experience working with children, have been trained by the YMCA Leadership Team and are looking forward to getting to know your family.

BABYSITTING

YMCA staff shall not socialize with children enrolled in YMCA programs outside of approved YMCA activities, including babysitting or transporting children. Immediate disciplinary action will be taken by the YMCA toward YMCA staff if a violation is discovered. PLEASE DO NOT ASK STAFF TO BABYSIT!

HEALTH AND SAFETY

A Registration Packet must be completed in full for each camper and returned upon camp registration. All pages of the Registration Packet will need to be completed in full for your child to attend Camp. Safety is our primary concern. We strongly enforce safety rules for all campers. We believe in the positive reinforcement approach and work very hard with campers to teach safety always. Designated staff are CPR, AED, and First-Aid Certified and asked to only give care within the scope of their training. If your child is injured or ill at camp, we will take whatever steps are necessary to provide appropriate care. These steps may include but are not limited to:

- A. Sent to the Group Leader for care
- B. Attempting to contact parents and/or persons named as emergency contacts.
- C. Summoning 911/emergency care for medical emergencies requiring hospital intervention
- D. Assigning a counselor or a designated person to go with the child to the hospital or medical facilities, if a child is sent.

Please remember that children will never be transported by any YMCA Camp employee. Special needs, allergies, or behavioral concerns should be reported to the camp director prior to the start date of camp so that adequate and appropriate preparation and care can be provided for each camper.

MEDICATION POLICY

A Medication Authorization Form must be completed and signed by the parent or guardian for any medication to be taken at camp. Medication must be brought to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. All medication must be kept in the designated area



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and is self-administered under the supervision of the Health Director or Assistant Health Director only. Staff will be advised to the times when campers should come for medication which will be based on the form submitted by the parent. In the event a camper needs medication, such as an inhaler, to be kept with them, it is to be kept by the staff member assigned to that camper. Staff is NEVER permitted to dispense medication including over the counter and vitamins! Campers taking medication must come to the office. Children requiring EPIPENS must turn in all medication to the appropriate Group Leader and inform them of any special instructions. Please note: The Capital Area YMCA Camp does not provide medical or hospital insurance for medical costs incurred by the individual or immediate family as a member of the YMCA or a participant of any of its activities. Therefore, any costs incurred for such treatment will be the responsibility of the individual family.

ILLNESS POLICY

If your child is ill and will not attend the Summer Camp Program, please contact the Camp Director by 8:00am to inform us of the absence. If your child becomes ill while in our care, a parent will be contacted and asked to pick up their child immediately. The child will be isolated, under the care of the Health Director's office, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact person(s) listed on the child's enrollment form. The YMCA is not licensed to provide care for sick children. Camp Staff have the authority to ask a parent to remove their child from the program, if that child appears ill or their health is judged to be detrimental to the other children and staff. Parents or emergency contacts are required to pick up the ill child within one hour of being contacted.

Children exhibiting the following symptoms may not attend the program:

- Severe pain
- Vomiting
- Temperature over 99 degrees
- Diarrhea or blood in urine
- Swollen joints
- Jaundiced skin, yellow eyes or red eyes with discharge
- Visibly enlarged lymph nodes
- 2 or more episodes of vomiting in 24 hours
- Infected/untreated skin patches or rash lasting more than one day
- Evidence of head lice or nits

If your child develops any of the above at home or while at camp, he or she cannot attend or return to camp until 24 hours later. If your child is being treated with an antibiotic, they must be on the medication for a full 24 hours before returning to camp. A written doctor's



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note must be submitted to receive any appropriate refunds.

INJURIES

Injuries will be treated as needed: washing, applying Band-Aids or ice packs. Parents will be notified upon pick up, and given an incident report explaining the details. Parents will be contacted immediately in the case of more serious injuries, in which medical attention is needed.

CHILDREN WITH SPECIAL NEEDS

The Capital Area YMCA Camps will accept children with special needs into our programs and make a reasonable effort to accommodate the child without fundamentally altering the summer camp program. The Camp provides group care and is not able to provide personal assistants for children with special needs at this time. Please speak with the Camp Director upon registration to discuss the needs of your child.

BEHAVIOR AND DISCIPLINE POLICY

It is the goal of our YMCA to provide a healthy, safe and secure environment for all Summer Camp participants. Children attending Summer Camp are expected to exhibit Character Counts values, follow basic behavior guidelines and to interact appropriately in a group setting. Please remember that you are your child's biggest role model. Discipline is viewed by our staff as a teaching opportunity. Our goal is to teach children the kind of self-control that results in appropriate, cooperative behavior. Redirection is the first logical step to behavior management. Should a problem persist, natural consequences and removal from an activity will be used as a form of discipline. In the event that chronic behavior problems develop, incidents will be documented and communicated to the parent. The following behaviors are unacceptable and may result in the immediate suspension of a child for the remainder of the current day and/or further time period:

- Endangering or threatening to endanger the health and safety of others, self, children, staff or volunteers.
- Stealing or damaging YMCA, host site, or personal property.
- Leaving the program or boundaries as set by staff without permission.
- Continuous disruption of the program
- Refusal to follow the behavior guidelines of the program.
- Using profanity, vulgarity or obscenities
- Acting in a lewd manner

While the fore mentioned is the general outline of our behavior procedures, the YMCA reserves the right to ask parents to find alternative arrangements for their child without



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prior notification, as deemed necessary for the safety of staff and/or program participants, not limited to the fore mentioned behaviors.

Immediate expulsion may occur if a child is in possession of and/or using tobacco, alcohol, illegal drugs, firearms, knives, explosives or any other weapon.

At no time, will swearing, abusive language or physical violence be allowed by children, staff, volunteers or parents. In addition, the YMCA strictly enforces all rules and regulations set by the local school or host sites.

BULLYING POLICY

As defined by the New Jersey Coalition for Bullying Awareness and Prevention, "Bullying is an act or threat that is unprovoked, repeated, aggressive, intended to cause fear, distress, harm, may be physical, verbal, or psychological in nature or combination, and may be bias/prejudice. Acts of bullying may include name calling, slurs, epithets, put-downs, taunts, teasing, bodily harm, hitting, kicking, tripping, shoving, taking or damaging personal property, saying/writing inappropriate things, starting rumors, public humiliation, deliberate exclusion and coerced actions." (New Jersey Coalition for Bullying Awareness & Prevention)

Any camper observed bullying another camper or campers will have their parents notified along with the camper or campers being bullied. If the problem persists, the YMCA may remove the camper who has committed the act or acts of bullying from camp.

EMERGENCY/NATURAL DISASTER PLAN

In the event a natural disaster occurs; our goal is to keep children safe and calm. The Camp Director will determine the safest plan of action. The Camp Staff will always keep the camper's emergency information with them always. Our designated area of safety for Camp in the event we need to evacuate a facility is the grass fields (all YMCA locations). Our designated area of safety for camps in the event we need to take cover indoors is the appropriate gymnasiums.

You may want to consider planning for a friend or relative who works or lives close to the YMCA to pick up your child in case of a disaster. Their names must be included on the emergency contact list on your Emergency/Health Information Form. Remember, they must have a Photo ID and they must be at least 18 years old. Remember, making plans prior to emergencies can expedite the safe release of your child. Camp closure due to a natural disaster is at the discretion of the Chief Executive Officer or Chief Operating Officer. If questionable situations arrive, please call the Capital Area YMCA at 609-599-9622. If an immediate closure of Camp is deemed appropriate, the Capital Area YMCA will contact



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parents immediately via phone, email, as well as post further information on our website at trentonymca.org.

Please remember, no credits will be given for absences due to family trips, holidays, vacations, disasters, emergencies, or days we are scheduled to be closed. Please secure vacation plans prior to camp registration and register only for weeks needed.

LOST AND FOUND

The Capital Area YMCA Camps assumes no responsibility for lost or stolen items. Please label all belongings with permanent marker. If something is misplaced, check the camps lost and found area. Please leave all toys and games at home. Unclaimed and found articles will be discarded at the end of the camp season.

PHOTO RELEASE

The Capital Area YMCA Camps may take photos, videos or sound recordings of your children in our child care programs. We often use them for crafts, projects, or posted online. The Capital Area YMCA Camps reserves the right, and if granted permission by the parent as indicated in the registration packet, to photograph or film any child while they are participating in any camp activity. The Capital Area YMCA Camps and its affiliates and community partners may also use said pictures and video files for any form of advertising or promotion, at no compensation to the family, as deemed appropriate as well as publish them on the YMCA / Camp website for publicity purposes.

PROGRAM CONCERNS OR QUESTIONS

The Capital Area YMCA Camps encourages constant communication between parents, staff and children to assure everyone's needs are being met. If you should ever have a problem, concern or question, we encourage you to speak to the Camp Director. Should he or she not be able to meet your needs, please contact the Chief Operating Officer. It is through your input that we are better able to meet the needs of the community and enhance the quality of our programs.

THANK YOU!

We are happy that you have selected the Capital Area YMCA Camp Program for your child. We offer days filled with happiness, wonderful activities and educational fun. We thank you for sharing your child with us.