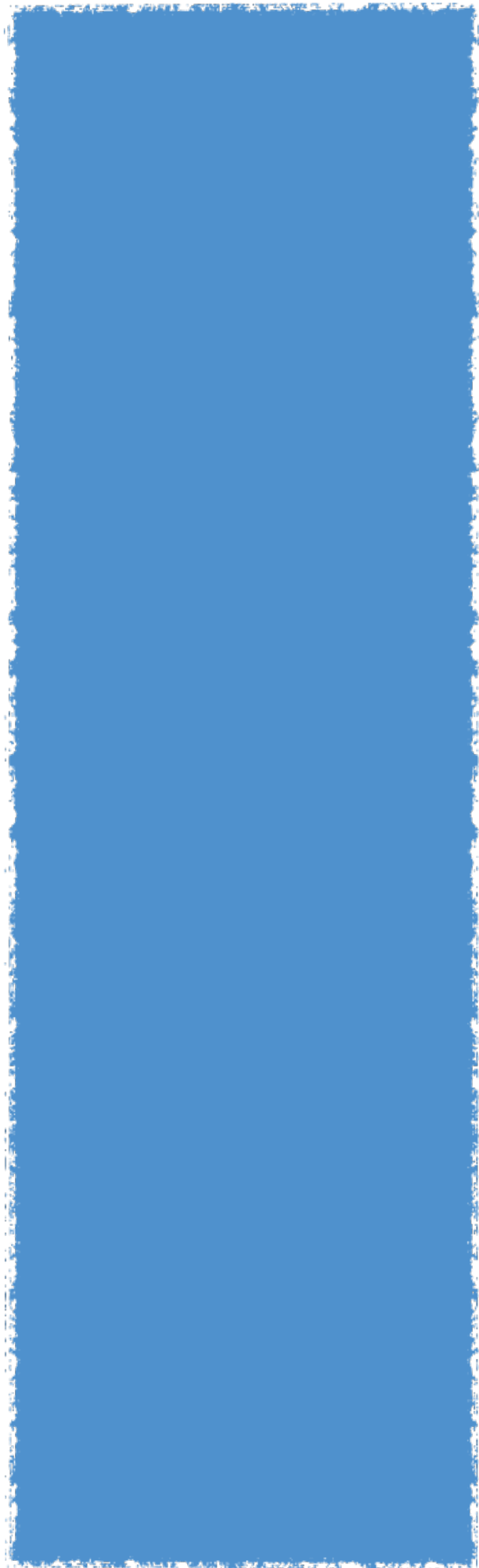




**YMCA of
Central East Ontario**
Camp Parent Information Guide





DAY CAMP THE YMCA WAY!

Our Mission

As a charity your YMCA is open to all. Providing opportunities for growth in spirit, mind and body. The YMCA strives to be a recognized leader and valued partner in the development of healthy communities.

Our Vision

The YMCA strives to be a recognized leader and valued partner in the development of healthy communities.

Our Core Values

Caring

We believe caring is accepting others. It is being compassionate, generous, sensitive and thoughtful.

Honesty

We believe honesty is exhibited through integrity, fairness and sincerity in both word and deed. It is being trustworthy and trustful.

Respect

We believe respect is acknowledging the inherent worth of oneself and others. It is treating others fairly and justly.

Responsibility

We believe responsibility is being accountable for one's behaviour, obligations and actions. It is accepting the duty to do what is right.

Inclusiveness

We welcome and foster a sense of belonging for all.

What is Strong Kids?

The YMCA's annual Strong Kids Campaign wants to ensure that no child or family is turned away due to finances. Your generous donation will help the YMCA ensure people of all ages are healthier and more productive regardless of their background or financial situation. Kids can help create strong communities for today and for the future, but only if they have the chance to reach their full potential. By giving today, you can help our kids build a better community tomorrow.

Every kid deserves a chance.

If you require financial assistance please apply at our Memberships Service Desk.





Camper Supervision and YMCA Camp Staff

The YMCA recognizes the tremendous impact a positive day camp experience has on the development of a child. All Day Camp Staff are selected based upon their leadership skills, day camp experience and genuine interest in working with children of all ages, backgrounds and abilities. Our intensive pre-camp training program educates staff on their important role in making your child's camp experience a success. This training includes sessions on group dynamics, YMCA Healthy Child Development and Risk Management. In addition, all staff hold Standard First Aid and CPR Certification. Criminal Reference Check, Vulnerable Sector screening have been provided.

We Build Relationships

At the YMCA we understand that all children and youth need positive peer and adult relationships in their lives. This summer we will create a camp environment that encourages campers to develop lasting relationships with their peers. We also aim to develop a relationship with camp parents, so please ask us any questions and feel free to share your feedback.

On the first day of camp, there will be a newsletter to parents outlining the events of the week.

Opening Circles

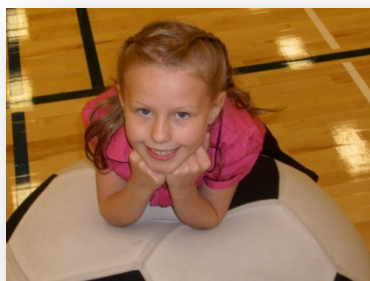
Our opening circles set the tone for the camp day, with a variety of traditional camp games, songs and fun large group activities.

We Create a Safe and Supportive Environment

It is our goal to provide a healthy, safe and secure environment for all participants. Day Camp Staff use a positive, value bases approach to guide appropriate behaviours and seek to reward and reinforce positive behaviour. Campers are expected to follow behaviour guidelines and to interact appropriately with their fellow campers.

As a camper I pledge that:

- I will make honesty the basis of all relationships and interactions
- I will care for myself, those around me and our environment
- I will accept all campers and allow each camper equal opportunities and involvement
- I will respect myself, others and our environment
- I will be responsible for my own actions, attitudes and behaviours





Why a Code of Conduct?

A Code of Conduct helps to:

- Build team spirit and a sense of belonging
- Ensure everyone takes responsibility for his or her own behaviour and attitude
- Contribute to the safety of campers and staff

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

Step 1: Staff directs the child to more appropriate behaviour. The child is reminded of the behaviour guidelines and rules, and a discussion will take place in addition to documentation that the behaviour took place.

Step 2: If the inappropriate behaviour continues, staff will document the situation. The written documentation includes: what the inappropriate behaviour is, what provoked the situation, and the corrective action taken. The staff then notify the Camp Director of the situation and the Camp Director (with staff) will discuss the situation with the parent.

Step 3: If the inappropriate behaviour continues the Camp Director will notify the Camp Manager of the situation. The Camp Director will discuss the situation with the parent in order to come up with a plan to manage inappropriate behaviour. If inappropriate behaviour continues to disrupt the program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviours are not acceptable and may result in the suspension of a participant.

- Endangering the health and safety of children and/or staff, members and volunteers
- Stealing or damaging of property
- Leaving the program without permission
- Continual disruption of Camp Program
- Refusing to follow the behaviour guidelines or rules
- Using profanity, vulgarity, or obscenity
- Refusal to participate in activities or cooperate with staff
- Physical violence or bullying/teasing toward another camper, staff, member or volunteer

We Promote Family Involvement

All camp parent/guardians are invited to become a part of the camp experience by participating in our Family Involvement Event:

Family BBQ – Wednesday, July 20, 2016 5:00pm-6:30pm

Rain Date – Wednesday, July 27, 2016



We Promote Learning

YMCA camps provide opportunities for our campers to learn grow and mature. Through a combination of direct instructions and discovery learning techniques campers will learn sports skills, leadership skills, and cooperation skills. Campers will also develop greater self reliance and self confidence.

We are Committed to Quality

The YMCA of Central East Ontario consistently rates above the YMCA national average for our camp programs. Families have an opportunity to complete Parent Satisfaction Surveys yearly. Building on the success of previous years we continue to provide excellent customer service, warm welcoming environments, high quality and developmentally appropriate programs which will result in an enjoyable experience for campers and families. Most importantly we want to ensure campers have fun, create lasting memories and form unique and special friendships that will follow them for a life time. The Day Camp experience continues our tradition of growing, learning and belonging.

What to Pack your Camper

Please ensure your child is sent to camp each day with the following labeled items:

All Camps

- Hat
- Sunscreen
- Refillable water bottle
- Running shoes
- Swim suit and towel (in a labeled plastic bag)
- Healthy lunch and snacks (nut free, check labels)
- Litter free lunches- pack in reusable containers
- Suitable clothing for weather conditions – rain or shine
- Supportive backpack – we do walking trips
- Change of clothes

We may be eating at different locations; please ensure that your child's belongings all fit into one bag that can be carried easily. Please label all clothing and belongings.

Snacks and Lunches

Our YMCA Day Camps strive to be environmentally sensitive and to encourage healthy lifestyles. Please send your child to camp with litterless and nutritious snacks and lunches each day. Also note that many of our campers have nut allergies and we encourage a peanut aware environment. Some tips for litterless, healthy snacks and lunches:

- Purchase a reusable drink container and fill with 100% fruit juice or water each day – we will encourage your child to refill the container throughout the day.
- Avoid mayonnaise and other heat sensitive food item in hot weather.
- Avoid single serve snack items in disposable packaging; for example Lunchables, fruit cups and juice boxes – all of these items can be served in small, reusable containers.

*Avoid items that need to be heated as we do not have access to kitchen facilities and occasionally eat in different locations.



Valuables at Camp

Please do not send your campers with any valuables such as iPods, DSi's, toys or jewelry. These items are not a part of our program content and do not fit into our daily plans.

Please do not send money to camp. Campers will not be permitted to make purchases while at camp – this allows us to ensure that all campers are provided with equal opportunities during their camp experience.

Any items brought to camp that have been lost are not the responsibility of the YMCA.

If a camper arrives to camp with any of these items, the on-site coordinator will take them for the duration of the camp day and return it at departure. Thank you for your cooperation.

Lost and Found

We do ask that you label your child's belongings. We will have a lost and found at each camp destination. If items are identified with the owner's name, the YMCA will attempt to contact the owner for pick up. Any items not claimed by the summer's end will be donated to charity.

Sun Sense

Here at the YMCA we are committed to ensuring the safety of all children. We ask that you apply sunscreen to your camper each morning before camp and that sunscreen is sent with your camper each day. Please label your child's sunscreen with their name.

We ensure the following practices at day camp:

We like to follow the 4 "S's" to Sun Safety

1. **S**lip on a sun protective shirt
 2. **S**lap on a hat
 3. **S**lop on some sunscreen
 4. **S**lurp some water
- All staff will act as role models by using sunscreen
 - Campers will be encouraged to refill their water bottles frequently throughout the day
 - All staff will remind and encourage all campers to reapply sunscreen throughout the day

Swim Safety

Please inform the camp leader if your child has fears, anxieties or is uncomfortable in the water. Life jackets are available each week for children who need them. A swim test is to be completed for those wishing to swim in the deep end.



Sign-In and Out and Pick Up Procedures

Your child's safety is a primary concern throughout the day. All campers must be signed in and out by a designated parent or guardian. This will require a parent or guardian to meet the extended care or day camp leader in the sign in/out designated area and physically sign the camp roster acknowledging that the camper has been dropped off/picked up.

The people listed on your registration form (parents and guardians, emergency contacts) are authorized to pick up your child unless you communicate in writing otherwise. If someone else is picking up your child, please ensure you provide a signed written note to your child's camp leader or on site director. Be prepared to present photo identification when picking up campers to ensure the safety of all children.

Please drop your child off directly to either the onsite camp director or their camp leader and sign them in. For safety reasons, please do not let your child find their camp leader on their own. In the event that you cannot find your designated camp, please go to the YMCA Membership Service desk.

Please inform us by phone at the beginning of the day, if your child will be absent from camp. If you know in advance that your child will be absent, please communicate which days he/she will not be attending camp.

Medications

All medication sent to camp must be in the original package, and stored in individual plastic baggies, clearly labeled with the campers name and dosage. Only prescription medication will be accepted at camp. A completed Medication Administration Form must accompany your child's medication. We ask that you communicate with your day Camp Director any specific instructions or guidelines that need to be followed – this will help us to ensure proper communication and the safety of each camper.

Children that require Epi-Pens for life threatening allergies must have a valid Epi-Pen at camp each day. Attendance will not be permitted without it for the safety of your child.

Illness

Parents are required to keep children home if they display any of the following symptoms:

- Fever (100.4 Fahrenheit 38 degrees +, especially if temperature is higher or persistent)
- Diarrhea/vomiting
- Undiagnosed or unexplainable rash/skin condition
- Communicable disease
- Infected discharge (thick and coloured i.e ; especially green, red brown)
- Lethargy and irritability – unable to participate in program



Head Lice Policy

Head checks are conducted to help control the spread of head lice. It is our policy that if a child is found to have head lice, they will be permitted to return to the program only when they are nit free. You will be given information on ways to deal with head lice if your child is found to have it.

Refund & Cancellation Policy

- Requests for refunds or cancellations must be made in writing by completing a cancellation form located at the Membership Services Desk.
- Refunds or credits requested 14 days prior to the start date of the selected camp will be issued less a 25% administration fee.
- No refund will be given after this time unless there are extenuating circumstances (medical or emergency family situation). The proper documentation is required for all medical or emergency family situation refunds or cancellations.
- The Camp Director makes the final decision as to who qualifies for refunds. Refunds are not granted due to inclement weather or if a parent/guardian withdraws the camper early from the session.
- The YMCA reserves the right to withdraw a camper at anytime without refund if the Guidelines for Behaviour and Policies are not followed.

Summer Camp Evaluation

Families will have the opportunity to fill out an evaluation at the end of summer regarding their experience with the YMCA Summer Camps. Your input is important to improving our services and providing the highest quality experience for the children and parents involved. If you have any feedback prior to the summer's end please call or email us.

Belleville Branch

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