



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Family Handbook | 2024 Summer Day Camp YMCA OF CENTRAL OHIO

Dear Summer Camp Family:

At the Y, our cause is you!

You can feel good about how and where your child spends time during summer vacation. Our experienced staff offers campers a variety of activities that promote youth development, healthy living and social responsibility.

At Y day camp, we are here to make your kids feel welcome.

We'll help them quickly realize this is a place where they belong, can be themselves, try new things, make new friends, and be a part of something great. We are here to help your kids grow in every way. We meet them where they are, and give them opportunities to reach levels they never imagined. We're here to surround every child with support, guidance, and fantastic chances to discover and learn--a chance to try until they succeed. A chance to explore new talents and interests.

We are here to foster their curiosity--to encourage them to expand their comfort zones in what they do, who they know, and what they believe. To discover what they are passionate about.

We're here to show kids all they can accomplish when they believe in themselves. They thrive knowing they can relax in a safe, nurturing, and inclusive environment.

We are here to create experiences that immerse them in an atmosphere that inspires, that guides them to live healthy lives, help others, and work together, and make strong friendships that often last a lifetime.

Thank you for trusting and sharing your campers with us. We hope you have a safe and enjoyable summer.

Sincerely,

Your YMCA Camp Staff

ABOUT THE Y

Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive. Our Mission is to serve the whole community through programs that express Judeo-Christian principles that build a healthy spirit, mind and body for all.

OUR PARTNERSHIP WITH YOU

A great program requires a partnership between staff and parents. As a partner in your child's success in our program, we invite you to become familiar with the staff and encourage you to visit and participate in the program as often as possible.

OUR FOCUS | GOALS

We infuse evidence-based activities proven to build dimensions of well-being including:

Achievement & Accomplishment

Youth build new skills and their accomplishments are recognized.

We strive to ensure campers try at least 3 new sports or activities during the camp season, and we recognize and celebrate their achievement when it occurs with closing circle shout-outs at the end of the day.

Relationship & Growing Friendships

Youth form meaningful connections, promoting overall well-being and combating social isolation.

We strive to create a culture of caring, respect, and camper-to-camper observance of responsibility and honesty. Campers will recognize one another when Core Values are being shown.

Belonging

Where children feel safe, respected and can express their individuality.

We strive to infuse camper choice into each day, with at least five camper-choice activities per week. Campers have influence over their group's culture with norms set as a group at the beginning of each week.

YMCA CORE VALUES

Honesty:

Fairness of conduct and adherence to facts - including sincerity, truthfulness, honor, tact, forgiveness, moderation, and orderliness.

Respect:

Special regard for others - including assertiveness, consideration, courtesy, gentleness, unity, tolerance, and humility.

Responsibility:

Moral, legal and mental accountability - including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, and cleanliness.

Caring:

Interest and concern - including compassion, friendliness, generosity, kindness, and love.

DAY CAMP STANDARDS, PHILOSOPHY AND PURPOSE

At the YMCA, we're for youth development, healthy living and social responsibility.

ACA Accredited Camps

Our Day Camps are accredited through the American Camp Association (ACA). For more information on ACA, please visit <http://www.ACACamps.org>

Registered Child Day Camp Parent Information

All YMCA of Central Ohio Day Camps are registered with the State of Ohio Department of Jobs & Family Services. Each day camp location provided by the YMCA of Central Ohio is either an approved day camp or a licensed summer care camp. Our Day Camps are accredited through the American Camp Association (ACA). For more information on ACA, please visit <http://www.ACACamps.org>

For more information or to file a complaint please contact: Delaware County Department of Jobs & Family Services at 740-833-2340 or the Delaware County Local Health District at 740-368-1700.

Approved Child Day Camp Parent Information

The day camp is approved by the Ohio Department of Jobs & Family Services (ODJFS) to provide publicly funded child day camp services.

The toll-free telephone number 1-877-302-2347, option 4 may be used to report a suspected violation of approved child day camp laws or administrative rules. The rules governing approved child day camps are available for review at camp headquarters.

Administrators, employees and child day camp staff members, are required, under section 2151.421 of the Ohio Revised Code, to report their suspicions of child of child abuse or child neglect to the local public children's services agency.

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

Each parent or guardian of an enrolled child shall be given the administrator's hours of availability and contact information.

Information about the child day camp staff to child ratios shall be given to each enrolled parent/guardian.

Approved child day camp inspection reports, complaint investigation reports and evaluation forms from the building and fire departments, are available for review upon written request from ODJFS. Inspection reports and complaint investigation reports are also available online at <http://childcareresearch.ohio.gov/>.

It is unlawful for the child day camp 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 July 26, 1990.

For more information about child day camp approval 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>.

YMCA Day Camp programs stimulate a child's physical, social, intellectual, and emotional development.

Using small group experiences that are developmentally appropriate, campers will:

- Develop physically, emotionally, and socially through a variety of safe, developmentally appropriate and challenging experiences
- Expand awareness and appreciation for the natural world
- Learn and display the four core values of the YMCA: Honesty, Respect, Responsibility and Caring Increase appreciation for their own family, friends and surrounding community

FOR YOUTH DEVELOPMENT

The YMCA Day Camp is geared to involve age appropriate activities in both large and small group settings. Planned task-oriented activities challenge their present abilities and teach new skills.

Campers choose from many activities for fun and learning. Older, more mature campers accept positions of responsibility and leadership in planning activities and establishing rules. Younger campers are encouraged to accept responsibility and develop self-reliance.

FOR HEALTHY LIVING

With the right building blocks for healthy development, campers gain the skills they need to be active, thriving, and contributing members of society. Healthy food served and nutrition activities develop good eating habits. Physical activities develop good coordination and skill development through physical fitness. Opportunities for outdoor and recreational activities are planned every day.

FOR SOCIAL RESPONSIBILITY

Campers learn appropriate social behavior through group discussions, projects, positive adult-modeling, and gain a sense of belonging.

The YMCA Day Camp provides ways for campers to:

- Build self-esteem
- Make new friends and build meaningful relationships with others
- Discover who they are
- Help and serve others
- Demonstrate a helpful and cooperative attitude

STAFF & DAILY SCHEDULE

DAY CAMP STAFF

Recruiting, selecting, training, and supporting the staff are essential to day camp success. The YMCA leaders have experience in working with children, knowledge of recreation activities, and must model the Y's core values. All camp staff are required to attend 30+ hours of training prior to camper arrival. Training includes, but is not limited to: risk management, behavior support techniques, first aid, CPR, child-abuse awareness and prevention, safety around water, camp games and activities.

SUPERVISION

YMCA of Central Ohio Day Camp programs intend to follow the suggested guidelines of the American Camp Association (ACA) ratios set below. When combining campers of different ages we will use the age breakdown according to ACA guidelines listed here:

Ages of campers:

< 5 yrs =1 Counselor per 6 campers

6 – 8 yrs =1 Counselor per 8 campers

9 – 14 yrs =1 Counselor per 10 campers

Campers are assigned to a YMCA camp counselor using a roster system. Camp staff regularly counts campers. A day camp administrator will also be on site. If the administrator is not on site for some reason, a child day camp staff member who is at least eighteen years of age shall be designated as the person in charge and be on the premises to handle all emergencies and have access to all records required by Chapters 5101:2-16 and 5101:2-18 of the Administrative Code.

STAFF RELATIONSHIPS OUTSIDE OF Y PROGRAM

For the safety and protection of your child and our staff, Y employees are not permitted, under any circumstances, to provide individual transportation for any child or to bring or take a child home. Y staff and personnel are not allowed to babysit for program participants, spend time outside of program with our families or contact families by personal phone, email, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to compromise these YMCA staff policies.

DAILY SCHEDULE

Daily hours for each YMCA day camp meet the needs of many families in the communities served. Our day camp programs are closed on Juneteenth and Independence Day. Confirm with your camp for specific camp weeks and hours.

Each program has a daily schedule to meet the needs of the children. Schedules are posted at the site and are provided to each family weekly. Camp spends the majority of time outside. Outside time is in the sun, shade or shelters.

SAMPLE DAILY SCHEDULE:

Camp hours vary by location. During drop-off and pick-up periods, campers will have supervised activities such as board games, reading, arts, relationship building conversations and other inside activities. Structured camp activities are primarily outside as the example below. For most camps, structured camp hours are 8 a.m. – 4 p.m. with additional Camp+ programs offered.

Morning

- Opening Ceremony
- Huddle by Squads
- Variety of Traditional Camp Activities
- All camp group game then small group by age game
- Camper Choice & Play Options in small, mixed- aged activities

Lunch Afternoon

- Summer Reading Program (campers read for 30 minutes every day)*
- Mastery Skill Building Activity
- Enriching Camp Activity Stations (arts & humanities – music, dance, drama, foreign language)

Learning, global awareness, healthy eating, physical activity

- Camper Choice & Play
- Closing Ceremony & Reflections for the day

*Special activities may include field trips, cookouts, swimming, or special guests. Some camps may participate in the Summer Reading Program.

INCLEMENT WEATHER & RAINY DAYS

The YMCA of Central Ohio makes every effort to provide care on days of inclement weather. Please be familiar with these policies and the line of communication between yourself and the YMCA staff to ensure all information is exchanged properly. Remember, these situations only pertain to days of inclement weather.

Campers must be prepared for rainy or cold/drizzling days by wearing appropriate clothing.

SWIMMING

Campers, including those with disabilities, at some locations will have the opportunity to swim during camp. Each camper needs to bring appropriate swim attire and a towel. In order for your camper to swim, you must have completed the swimming permission section of your camper's Health Forms at the time of registration.

- Running, shoving and horseplay is not permitted on the pool deck, in the water or in the locker/rest rooms.
- Do not hang on staff or fellow campers.
- Obey lifeguards and staff at all times.

YMCA Certified Lifeguards will be on duty at all times. YMCA Lifeguards are certified by the American Red Cross. Our lifeguard to camper ratio is 1:25.

"Swimmers" are allowed to use all parts of the pool after they have passed all required swimming tests, and "non-swimmers" must stay in the shallow end.

Campers who wish to utilize the deep end of the swimming pool must pass a YMCA deep water swimming assessment.

Swimmers are permitted to use life jackets or other devices that are U.S. Coast Guard approved. Swimmers are not permitted to use inflatable arm wings or any other inflatable flotation devices.

Campers, including those with disabilities, will be limited to certain designated areas of the swimming pool according to their swimming ability.

Access to the pool for all campers, including those with disabilities, is controlled by the lifeguard staff on-duty and enforced by the camp staff present with each group of campers.

In the event of severe weather, outdoor swimming may be canceled. In the event of thunder and/or lightning, it is the policy of the YMCA of Central Ohio to close all outdoor swimming pools until the threat of thunder and/or lightning have passed.

FIELD TRIPS AND TRANSPORTATION

YMCA of Central Ohio Summer Day Camps may have the opportunity to travel outside of camp during the summer on various field trips. We utilize contracted bus service companies who are compliant with state regulations to transport children on trips.

Specific field trip information and any additional cost information will be provided to parents/guardians prior to the scheduled field trip. The YMCA does not offer alternate camp care and will not refund camp fees if a camper does not attend a field trip. Staff to Child ratios are maintained during bus rides and all activities during the field trip.

REGISTRATION INFORMATION

ADMISSIONS CRITERIA

Day camp is for school age children, who are entering 1st – 6th grade. The ages for each camp vary by YMCA locations. Parents must complete, in its entirety, the YMCA of Central Ohio's enrollment packet at the time of registration and deposit payment. No camper may enter the program without the completed enrollment packet.

EQUAL ACCESS

The YMCA of Central Ohio, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Y Day Camp Programs. We serve children in groups regardless of gender, race, color, nationality, religion, ethnicity, or disability. Our day camp ratio is typically one staff to 10 campers. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

INCLUSION & SPECIAL NEEDS

The YMCA has a unique opportunity and responsibility to work toward full inclusion of people of all abilities. The YMCA of Central Ohio will not deny access to anyone solely on the basis of their disability. The YMCA complies with all provisions of the Americans with Disabilities Act (ADA) and aims to ensure complete access, inclusion, and engagement for all children.

Prior to enrollment, guardians should meet with the Camp Director to discuss their child's needs and goals, review the Y's policies, and complete the individual assessment to ensure the Y is prepared to best serve them. It is essential that all pertinent information is available to

staff throughout the summer so we can work in mutual partnership to ensure everyone's success.

Children with disabilities are permitted to bring their own personal aid, or therapist to camp if needed. If a therapist or aid has a scheduled time that they meet with the camper, during camp operating hours, parents must fill out a *Special Activity Form* to specify what activity, time, and procedures of the activity taking the camper out of camp.

Campers with disabilities in need of medication administered while at camp will need a Request for Administration of Medical form [JFS01236](#) with the name, dosage, and time your camper will need the medication.

- Include the symptoms staff will need to monitor for, medical administration procedures, what food, environments and/or activities to avoid, and permission for the camper to carry their own emergency medication.
- Any staff with a camper that has a special health, medical or disability will be trained to perform the indicated medical procedure found on [JFS 01236](#). All medication will be with the staff member assigned to your camper, or with the camper if their parents have given written permission.

CARE OF CHILDREN WITHOUT IMMUNIZATIONS

Children must be immunized according to the State of Ohio's recommended immunization schedule, or following a physician's recommended guidelines or waiver.

FEES AND FEE POLICY SCHEDULE

The following is the registration process that needs to be completed in order for your camper to attend camp. If you have any questions about the process, please call the camp office. Campers will only be considered "registered" when all steps are completed and we have received all required paperwork completed for each camper.

Step 1: Your registration and deposit, non-refundable and non-transferable after May 1st, must be completed online or turned in at the YMCA branch and officially accepted by a Camp or Member Services Staff Member.

Electronic Funds Transfer (EFT), from an individual's bank account, debit or credit card is required at time of registration and connected on the order for future draft purposes.

Step 2: Online registrations include Enrollment Packet forms to be completed at the time of registration.

Step 3: Automatic draft from provided EFT account will be processed on the Friday ten days prior to each camp week registered. All forms of payment will be accepted prior to draft date should you prefer not to be drafted. Returned drafts will be assessed a \$20.00 fee.

No campers will be accepted at camp or drop off sites without a full payment since they will not be fully registered. Parents pay camp fees of reserved weeks regardless of your child's attendance or absences. Parents have the responsibility to ensure available funds for the selected draft method.

FINANCIAL ASSISTANCE

Scholarships or financial assistance is available for summer camp. To request an application, contact your local YMCA Branch or download one from our website at [Financial Assistance | YMCA of Central Ohio](#).

Requests should be made no later than May 1st. Funding may be limited so it is to your advantage to apply early. Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

THIRD PARTY PAYMENTS (PFCC)

The YMCA accepts publicly funded childcare (PFCC) subsidy payments from ODJFS if applicable. Please note that not all camp programs are eligible for PFCC funding. Weekly co-payments must be paid prior to each week. In addition to co-pays, it is the responsibility of a parent/guardian to be consistent with checking in/out of the ODJFS TAP system. Failure to comply with these state mandated requirements may result in removal from the program.

TAX CREDIT

Tuition fees are eligible for child care tax credit. Our federal child care tax ID # is 31-4379594 and a year-end tax statement is available upon request.

REFUNDS & CANCELLATIONS

We understand that summer camp plans change from time to time. Please visit <http://ymcacolumbus.org/campchange> to communicate your request for removal from previously registered camp weeks. Your request will be processed in 3 business days based on the following timeline:

If you withdraw your child before April 1, 2023 or if your program is canceled by our Y or a governing agency at any time here are your options:

- Give a Gift: donate funds already paid or a portion of funds paid. We will be happy to provide a tax receipt for your thoughtful and generous gift.
- Get a credit: Apply the funds you've paid to a future camp experience or program.
- Get a refund: Receive a refund of all deposits & payments paid through April 1, 2023.

April 1, 2023 - May 25th, 2023: Cancellations received during this time will receive a refund equal to paid camp fees less the deposits paid.

After May 25, 2023: No refund of deposit or fees.

Any registration received after May 25, 2023 requires payment in full and will not be refunded due to cancellation.

If you are canceling a registration due to illness, please contact your camp's director as soon as you realize you are not able to attend. We will work with you to determine if a refund or credit (minus the \$20 deposit) will be issued. You may be asked to provide medical documentation.

WHAT TO BRING TO CAMP

WHAT TO BRING AND HOW TO DRESS FOR CAMP

Dress appropriately for the weather. Keep in mind that campers are active and may get dirty. Label all items!

- Wear closed-toe shoes (no flip flops, open-toe sandals)
- Backpack & Water bottle
- Bring swimsuits & towel (and plastic bag for wet items)
- Jacket, sweatshirt on cool weather days
- Rain jacket for rainy days (we will likely be outside in light rain)
- Sun Block SPF 30+

PERSONAL BELONGINGS

Campers are responsible for their own belongings including backpacks, library books, clothing, and other personal items. We discourage campers from bringing their own electronic devices, phones, other special toys, game cards, books, money or sports equipment (unless specified for camp). If these items are brought, the YMCA staff may collect them and will return them when the child is picked up at the end of the day. The YMCA is not responsible for lost items.

PROHIBITED AT CAMP

- Controlled Substances: Illegal drugs, controlled substances and alcohol are not permitted on the property where a YMCA program is operated or visits
- Tobacco-Free YMCA camp and facilities; no tobacco products permitted. Family cooperation is necessary to protect our “outdoor classroom” too for everyone to enjoy. Thank you for keeping YMCA Day Camp space and buildings tobacco free.
- Pets or other animals are not allowed and are not to be brought to YMCA programs.
- Weapons: No children, staff, parents or visitors are permitted to bring or possess weapons (including firearms and pocket knives)
- Matches, lighters and firecrackers are not permitted.
- Soda, sugary or any carbonated drinks are NOT permitted at camp.
- All electronics, phones, toys (ex. fidget spinners, action figures, cards, etc.) The Y is not responsible for nor will replace lost or stolen items.

LOST AND FOUND

Tip: Have the camper pack their bag, with your supervision – that way they’ll have greater success of recognizing their items.

When items are missing, check the lost and found area. Items are returned to their owners as soon as possible. The YMCA does not take responsibility or replace any items lost, broken or misplaced. Unclaimed items are held for two weeks then discarded or donated to charity.

FOR HEALTHY LIVING

ILLNESS & INJURY

YMCA of Central Ohio Summer Day Camp is based and operates in an outdoor setting for a majority of the day. Some specific hazards that may occur during the course of a normal camp day may include: sunburns, minor scrapes or cuts, slipping, falling, splinters, bumps, bruises, insect bites, ticks, poison ivy, or stinging nettle.

In the event any of the above conditions occur, YMCA Camp Staff will treat these ailments in accordance with first aid health guidelines (soap, water, ice, bandages). For minor injuries that do not require us to notify you immediately, a verbal or written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Accident reports are completed for our records and are recorded in our accident/incident log.

If illness or injury results in a more serious condition than listed above, YMCA Camp Staff will contact the camper's parent/guardian immediately to make arrangements for care and/or contact 911. For the camper's safety, it is essential to provide the YMCA with two additional emergency numbers in the event of such a situation.

YMCA Camp Staff cannot administer pain medication, Benadryl, aspirin, Calamine lotion, antibiotic ointments, etc. without the original bottle/packaging and instructions from a physician when necessary. Campers do not always inform camp staff of scratches, rashes, insect bites, etc. Please do a daily health check with your camper.

EMERGENCY TRANSPORTATION

Whenever there is a medical or dental emergency and a child needs to be transported, the emergency squad is called to transport the child to the hospital if parental permission is granted. If a child is transported to an emergency facility, parents/guardians are notified immediately.

Parent/Guardian signs the Permission to Transport in an emergency at the time of camper enrollment. The YMCA does not accept enrollment from a child whose parent or guardian refuses to sign the Permission to Transport section of the Child Enrollment and Health Information. The Child Enrollment and Health Information form which includes the emergency transportation information and the child's health condition information accompanies the child to the emergency facility along with a child care staff member if the parent/guardian is unavailable.

DAILY HYGIENE

Hand Washing

Child hand washing upon arrival is mandatory. Hands will be washed frequently with soap and hot water for at least 20 seconds, especially before, during and after food prep or eating.

Cleaning Frequently

We are cleaning frequently touched surfaces and objects like door knobs with EPA approved disinfectants on a regular basis.

SICK CHILD PROCEDURES

The YMCA cannot accept children for camp when they are ill. Staff observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, Y staff asks that other arrangements be made for

his/her care. If your child develops these symptoms after drop-off, parents are contacted and expected to pick-up their child.

Children with Symptoms

Any child who shows symptoms of COVID-19 will not be able to attend the program or will be sent home upon showing these symptoms.

We separate your child from other children until you can pick them up if they are experiencing the following:

- Diarrhea (2 or more instances)
- Severe Coughing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Fever of 100 degrees Fahrenheit or higher
- Untreated, infected skin patches
- Stiff Neck
- Unusual spots of rash
- Sore throat or difficulty swallowing
- Vomiting
- Evidence of lice, scabies, or other parasitic infection

Any camper who has been diagnosed with a communicable illness will only be allowed back into camp with a physician's release.

MEDICATION MANAGEMENT

Medical Forms must be completed for every camper [JFS01236](#). If your camper does not need medication, please write in "not applicable" and sign the form.

Medication can be administered at camp. We must have written parental/guardian consent to administer. If your camper is taking either prescription or non-prescription medication that must be administered during camp or extended care hours, please complete the Request for Administration of Medication form [JFS01236](#) with the name, dosage and time your camper will need the medication.

Medications must be in the original bottle with the appropriate dosage. All medication will be collected by the Check-in Camp staff at the beginning of each day of the week of camp. It will be administered as prescribed by a physician or as indicated by the packaging instructions for over-the-counter medications that do not accompany a physician's instructions, but have parental permission.

Unused medications will be returned to the parent/guardian at end of the week or on a camper's last day of camp. It is required that only one week's worth of medication be given to the camp.

IMMUNIZATION POLICY:

The YMCA of Central Ohio does not enroll based on Immunization status. If a child meets our enrollment requirements and is a current student in a public or private school/charter school, they may participate in our program.

Campers with a Disability or Health Condition:

Campers who use asthmatic inhalers or medications for allergic reactions (i.e., an Epi-Pen for bee stings) may keep the medication on the camper but can only administer it to themselves under supervision of a counselor/adult. Camp staff will know where to find the medication in case of an emergency.

- A written medical plan, [JFS 01236](#), must be on file for a camper with a condition or diagnosis that requires specific care and/or intervention by day camp staff.
- The written plan must include:
 - The symptoms Staff should monitor which may require staff to take action.
 - Administering procedures which require staff to be trained on those procedures.
 - Avoiding specific foods, environmental conditions or activities.
 - Permission for the child to carry and administer their own emergency medication, if applicable.
 - Any staff with a camper that has a special health, medical or disability will be trained to perform the indicated medical procedure found on [JFS 01236](#). All medication will be with the staff member assigned to your camper, or with the camper if their parents have given written permission.

Campers are permitted to carry and use their own non-prescription topical products such as sunscreen, bug repellent and lip balm. Please mark all bottles with child's name in permanent marker then cover the name in clear tape. This will keep the name from rubbing off.

Campers should arrive in the morning with sunscreen already applied, as YMCA Camp Staff are not permitted to apply sunscreen directly on to any campers. Camp but will also have the opportunity during designated times throughout the day to reapply sunscreen as needed. Campers can reapply sunscreen themselves or ask another camper to assist them only when properly supervised.

PHYSICAL ACTIVITY AND PROGRAM ELEMENTS

The YMCA follows the Healthy Eating and Physical Activity (HEPA) standards in our summer program as part of the Y's national commitment to combat childhood obesity and ensure that participants live a healthier balanced life. To encourage and increase parent knowledge related to the healthy eating and physical activity, staff will communicate information.

SCREEN TIME POLICY

On rare occasions movies are scheduled in camp programs, particularly if there are multiple rainy days. Access to computers for additional knowledge and skill practice may be beneficial and/or needed, up to 30 minutes of monitored time may be available. Campers should not bring video games, electronic devices, earbuds or earphones, cell phones, etc. to the program.

HEALTHY SNACKS / MEALS AND BEVERAGES

Not all camps provide meals. Please check with your camp for details

Nutrition is very important to healthy physical and mental development in Y programs. This means that healthy snacks and / or meals are served in the camp programs.

Each snack includes at least 1/2 cup of a fruit or vegetable and at least 1/2 cup of grain (crackers, whole wheat bread, etc.)

Water is the beverage of choice and offered daily. Low or nonfat milk is provided.

Bringing Lunch & Snacks - make sure to mark the container with camper name. Since we do not have refrigerators, please do not pack perishable items such as cheese, mayonnaise, yogurt, milk, or meats.

Microwaves are not available to use. Please avoid sending fried foods or foods high in sugars and saturated fats, such as candy, chips, cookies, carbonated drinks, gummies, and chicken nuggets. Sodas, carbonated drinks, sweet juices or energy drinks are not allowed.

FOOD AND DIETARY POLICY

For programs that participate in Summer Food Program, our menus provide age appropriate servings of whole grains, vegetables, fruits, meat, dairy and beans and avoid saturated fats. Fried foods are not on our menus and are not allowed to be brought from home.

We ask that families interested in bringing in foods to choose healthy food items. We are happy to help families and parents identify great food choices

to bring. All foods brought into the center must meet our national YMCA Healthy Eating guidelines and Ohio Healthy Program guidelines. Snacks served will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

We ensure that safe drinking water will be available and accessible to Toddlers and Preschoolers at all times. We do not serve fruit juice. We do not serve beverages with added sugars and do not allow them to be brought from home.

For camps not participating in a summer food program, in the event that a child is not provided lunch by a parent, the camp will provide a supplemental lunch at the cost of \$10 to the parent.

ADMINISTRATION OF FOOD SUPPLEMENTS AND MODIFIED DIETS

If your child requires a food supplement or modified diet, you must secure written information from your physician regarding this. Families are responsible for providing food supplements for modified diets. Supplements required for a child with a special health condition require a doctor's signature. See the Medicine Policy section of this handbook.

ALLERGIES

YMCA Day Camps are NOT nut free. Please be sure to speak with the camp director, prior to registration about any concerns you may have. If your child has any food-based allergies or special diets, please note them in your enrollment packet.

ATTENDANCE PROCEDURES

COMMUNICATION

At the Y we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes surveys, monthly newsletters, daily informal communication, Camp/Home Alerts and program learning activities.

Anticipate daily communication at drop off or pick up times. We keep you informed in several different ways about the program through posted weekly activity plans and newsletters. We are happy to meet with you. Contact the director or send a note to schedule a meeting.

To best support you and your family, please feel free to provide suggestions for improvement regarding these communication tools. We encourage you to

let us know about the changes in your child's life, comments he or she has made about the day or anything that helps us make your child more comfortable and ready to play and learn.

DROP OFF/PICK UP

Please drive slowly and watch for children. Accompany your child(ren) to and from the designated location. All campers must be accompanied by a parent or designated adult. While campers are walking to or from their cars their care and safety is the responsibility of the parent/guardian. The campers are released to the person authorized by the parent(s). A photo I.D. is required when a new person other than parent picks child up. This minor inconvenience protects your child.

At the end of the day a parent or other authorized adult **MUST** enter the building or camp location and sign their child out. Please check for information updates or changes each day posted at the Parent Welcome Center.

Arrival from another program: Children are welcome to come late to camp from a different program. The parent/guardian is responsible for arranging transportation for their child to day camp and informing the camp anytime this will take place. If the child does not arrive 5 minutes after the scheduled time a phone call will be placed to the parent/guardian first. If there is no answer the camp will call the location from which the child was meant to be coming. If there is no answer, the camp will call the police to report the expected, but missing camper. Parents are required to keep camp directors informed of changes to their child's camp schedule for which they're registered.

ABSENCE/EARLY PICK UP

Communication regarding attendance is vital. If your camper is going to be absent from the program or requires a schedule change for the day/week, please notify the Y prior to 10 a.m. If there is an absent child and we are not informed in advance we will call to verify absence after 10 a.m.

We understand there will be times when you need to pick up your child early. When this occurs, it is extremely important that you call or email the camp director with the details of the early pick up. Please understand we use many areas of our facility and children may be participating in an activity. It may take a few minutes to retrieve the child from the program area. Your patience is appreciated.

AUTHORIZED PICK UP

For the child's protection, only persons authorized on the Emergency Contact Form or authorized pick-up list signed by the parent(s) may pick up a child.

The staff questions those who are unfamiliar and check their authorization and ID (Driver's License or State ID / Photo ID required). *Anyone without proper authorization will not be permitted to sign out or take the child.*

If someone else is picking up the child, the parent must notify the Director in writing in advance or call in case of last minute pick up changes. The Director records the oral release and confirms the request by calling the parent number immediately. In an emergency, the Camp Director may take appropriate action as deemed necessary to ensure the child's safety and well-being.

In cases, where a parent/guardian will be delayed for an extended period of time or indefinitely, the YMCA camp staff may transport the camper to the main YMCA facility once approved by the Executive Director.

RELEASE OF CHILDREN PER CUSTODY AGREEMENT

The parent/ guardian must sign their child in and out each day by signing the dated attendance form available at the program. The parent may designate another responsible adult to pick up or drop off the child

IF PREVIOUS WRITTEN AUTHORIZATION HAS BEEN SUPPLIED TO THE PROGRAM. VALID PHOTO IDENTIFICATION must be presented before releasing the child to anyone. Please let people know about this ahead of time so they bring a picture ID and are not offended. The children's safety is our top priority!

Police will be notified if an adult who appears to be under the influence of drugs or alcohol attempts to pick up a child. In this situation, emergency contacts will be called to transport the child.

LATE PICK-UP PROCEDURE

All children must be picked up at the YMCA Day Camp program location closing time. (Note: Times vary by YMCA). If a child remains in our care longer than 20 minutes after the program ends and we have not heard from a parent or guardian, staff members have been instructed to:

- Contact the parent / guardian by phone numbers provided on the emergency contact list
- Call persons listed as emergency contacts
- After one hour, the authorities may be called to ensure the safety of your child

Any violation of our posted hours of operation requires a late pick-up charge per child. Parents are held accountable for these additional fees. Habitual lateness could result in removal from the program.

Late Fees are as Follows:

\$10 if you arrive between 10 - 25 minutes after the end of the program

\$20 if you arrive between 26 - 40 minutes after the end of the program

\$30 if you arrive between 41- 60 minutes after the end of the program

CAMP RULES | BEHAVIOR GUIDELINES

The purpose of rules is to set boundaries for a child's behavior. Please review with your child daily the types of behaviors that we expect (outlined below). Day Camp staff makes every effort to ensure each child has a positive experience. The Y strongly believes that day camp is an exciting, safe community for youth to explore, build confidence, develop skills and make lasting friendships and memories so they can grow as individuals and leaders. It's a place kids can discover who they are and what they can achieve. We strive to help each camper develop positive self-esteem while fostering self-direction.

Friends Helping Friends! Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend every week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you, often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another person will not be tolerated.

Social Inclusion: Teamwork and cooperation will be the basis for including everyone. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself; not anyone else. Encourage others by avoiding put-downs. Show respect. Every person is important. Keep your hands and feet to yourself at all times. You're not allowed to touch another camper/staff member in a negative way.

Building a Community: Every child is part of the Y day camp. You are here to make new friends, play with old friends, learn new skills and games, try something new, build on an old skill and just have fun. Respect all Y Staff, Y members, counselors and other campers. The proper use and cleanliness of the locker rooms, equipment, supplies, etc is the responsibility of all. Clean up is important and we need your support. Not only do we respect each

other but also we respect our camp environment by putting litter in its place, by not destroying property that belongs to camp or to others and putting equipment in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. Stay in program areas with your counselor - running away is not acceptable. Cooperate with staff and follow directions.

GENERAL BEHAVIOR EXPECTATIONS

- Participate in the activities happening at camp.
- Show respect ...every person is important
- Be honest with yourself and others.
- Speak for yourself...not for anyone else.
- Listen to others...they will then listen to you.
- Take responsibility for your actions, you are responsible for you.

UNACCEPTABLE BEHAVIOR

- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal, YMCA, rental and public property) Note: Damage done by camper to these properties could result in financial responsibility and invoice assessed to the camper's parent.
- Refusing to participate in activities or cooperate with staff
- Disrupting the program
- Leaving the program without permission
- Endangering the health and safety of children and/or staff
- Engaging in physical violence, bullying/teasing, or sexual misconduct or abuse toward another child or staff will not be tolerated.

BUS RULES (if and when applicable)

- Be seated, facing forward while the bus is in motion.
- When seat belts are provided, they must be worn.
- Keep entire body and objects inside the bus.
- Maintain a reasonable noise level.
- Listen to, respect and obey the driver.

POOL RULES (see Swimming Section)

GUIDANCE POLICY

Our policy of progressive discipline is a guidance policy. We steer children toward self-direction and conflict resolution. Considering each child's age, developmental stage, and personality, we establish fair and reasonable expectations of behavior. Our guidance policy applies to all YMCA employees.

When a child needs guidance, the staff begins by redirecting the child into more constructive activities. In addition, appropriate behavior is encouraged by staff who model the YMCA Core Values of Caring, Honesty, Respect and Responsibility.

With help from adults and peers, children learn to use positive alternatives and practice nonviolent forms of conflict resolution. Staff will encourage children to control their own behavior, cooperate with others and solve problems by talking through them.

Our policy goal is to help each child develop positive feelings of self-esteem while fostering growth toward self-direction. The child care programs of the YMCA of Central Ohio provide a safe environment for children to develop spirit, mind, and body.

The overriding principle of the YMCA's guidance policy is to help children become individuals who make their own choices and who take responsibility for their actions. The primary basis of this policy is that discipline is a function of engaging children in meaningful and stimulating activities, focusing on positive role models, and promoting the core values of the YMCA: Honesty, Respect, Caring and Responsibility.

GUIDELINES

Set Clear limits that are developmentally appropriate. Specific policies are listed below. Additional techniques are available upon parental request.

- All children are expected to respect the rights and feelings of others and to avoid disruptive behaviors that would interfere with program activities. Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs", spitting and other similar inappropriate behaviors cannot be tolerated.
- All children are expected to follow all directions given by the staff regarding safety procedures and to stay with the group for all scheduled activities.
- The program strictly prohibits the use of alcohol, tobacco, and drugs, except prescribed medications or over-the-counter medication with proper written consent.
- All children are expected to respect the private property of others and to understand that stealing or vandalizing the property of others cannot be tolerated.

Weapons are strictly prohibited in any YMCA program.

Behavior Management Practices

When a child engages in inappropriate behavior that threatens the health or safety of herself/himself or others, the YMCA staff will do the following:

1. Take immediate action to stop the behavior
2. Inform the child and/or parents of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled on the spot, it may be necessary to temporarily remove him/her from the situation. Additionally, staff will attempt to learn the causes of the behavior and will try to help the child understand and overcome these.
3. Consider the possibility of suspending and/or expelling the child from the program.

The decision to send a child home is a difficult one to make and will be carefully considered before action is taken.

In all other situations where the safety of other children or staff are not directly jeopardized, YMCA staff will discuss the behavioral problem with the child and determine if disciplinary action is necessary. This process assists the child in learning to take responsibility for his/her own behavior. In cases of repeated inappropriate behavior, any one of the following disciplinary procedures may be used:

- Staff may hold a discussion with the child about the inappropriate behavior and its future consequences.
- Staff may inform the child of any disciplinary action to be taken if the behavior is repeated.
- Staff may redirect/provide time away from the activity, with the child returning to the activity contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.
- Staff may redirect/provide time away from activity, and notify parents of child's behavior.

If behavior continues, staff shall conduct a parent/guardian conference to discuss and provide support in managing child's behavior at the program. When a child's persistent or dangerous behavior takes too much time and attention away from the needs, safety, and well being of other children, or causes disruption of the program objective, the possibility of suspending and or expelling the child from the program must be considered. The decision to send a child home is a difficult one to make and will be carefully considered before action is taken.

SUSPENSION

The YMCA has a zero-tolerance policy in regards to intentional threats (verbal or physical) to other children, families, or YMCA staff members. An

automatic consequence for behavior such as fist fighting, physical/verbal coercion, sexual misconduct, or destruction of property is suspension.

Parents are notified that day about the incident. The Camp Director and/or director will meet with the parent(s) to discuss date(s) of suspension. These disciplinary steps and procedures are subject to change based on the severity of the action(s) or incident(s) and within the discretion of YMCA staff. No refunds or credits will be given for time missed due to disciplinary action.

Note: The Y has tried to be thorough in identifying inappropriate behavior. However, it is not possible to list everything that might occur, and therefore, the Y reserves the right to address issues of comparable severity even if not specifically identified in this document.

If you have any questions, please contact Association Camping Services at 614.386.3886 or send an email to YCODayCamps@ymcacolumbus.org

FAMILY PARTICIPATION

One element of our program is family involvement. Families are strongly encouraged to volunteer their time and services in a wide variety of ways. Examples of involvement may be participation in field trips, fundraising, serving on the Parent Advisory Board and its numerous committees, typing or writing columns in the newsletter, carpentry, repairs, and so forth. Families are encouraged to participate in all facets of the program to make our program the best possible place for their children. Through combined efforts, the family, the child, and the program all benefit.

Parents should discuss any complaints or suggestions about the child care program with the director. When a parent feels the director has not addressed their concerns, the parent may discuss their concerns with the Executive Director of the YMCA branch.

Parents are invited to visit at any time. Please come visit your child or to evaluate the program whenever you choose. We only ask when you observe or visit that you do not disrupt the routine. If you will be taking your child out for a brief time, please do this at completion of an activity. Please write what time you will be coming to pick up your child on their check-in sheet. Contact the Director if your observations will be frequent to discuss our policies.

Talk to your camp counselor/ camp director daily because he/she can give you the most accurate information. Staff is available to discuss your child at any time. However, due to staff responsibilities and schedules, parents/guardians are asked to make appointments for lengthy conversations.

Parents must always let their child's camp counselor and the director know when they are taking a child out for a short time, and sign in/out accordingly.

FAMILY EVENTS

Our camps offer different family events throughout the summer. Your camp director will communicate the events selected for your child's camp via email and newsletter handed out at the program.

STATEMENT FOR PREVENTION OF ABUSE

A principle endeavor of the Y is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the Y.

Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical and behavioral problems. Because of its concern for the welfare of children and youth, the Y has developed policies, standards, guidelines and training to aid in the detection and prevention of child abuse.

YMCA employees are screened and background checked upon hiring or rehiring. Employees, who have contact with children and youth, receive training in recognizing, reporting, and preventing child abuse. Recognizing signs that a child is being groomed for abuse is part of the training. Some of the guidelines employees are expected to follow are:

- During YMCA programs, staff should never be left alone with a single child, out of sight or unobserved by other YMCA staff.
- Staff is prohibited from having contact with YMCA youth outside of regularly scheduled program activities. Outside contact includes, but is not limited to, providing babysitting/care and custody, and engaging in social contact with YMCA youth.

- Staff should use positive techniques of child guidance including redirection, anticipation, and elimination of potential problems, and encouragement, rather than competition, comparison or criticism.
- Staff are to refrain from the use of language, physical conduct or behavior which is sexually suggestive, harassing, intimidating or offensive to members, fellow employees, volunteers or other participants in YMCA programs or activities.
- Staff may not use photographs taken at YMCA programs and/or of YMCA participants for purposes other than those directly related to the program or to the YMCA.
- By Ohio law, YMCA staff are mandated reporters of any suspected abuse or neglect of a child to the proper authorities i.e. Franklin, Delaware, Pickaway, Logan County Children's Services.
- Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor, Branch Executive and designated members of the YMCA Association Office.

Learn more at [Protecting Children | YMCA of Central Ohio](#)

EMERGENCY PROCEDURES/EVACUATION

Ohio Department of Job and Family Services require that child care and camp programs create and implement emergency plans to assure the safety and welfare of the children attending all day camp programs.

Specific information concerning this policy in your YMCA Day Camp Programs is given to all parents annually. Our emergency plan provides for response to many types of emergencies.

By standard, fire/emergency drills are conducted occasionally during the camp day. Your camper is prepared and reassured during these drills. Staff members receive annual fire safety and emergency evacuation training.

In an emergency, the Program Director, Camp Director or other supervisor staff may take appropriate action as deemed necessary to ensure your child's safety, health and well-being. This is to assure you of our concern for the safety and welfare of the camper attending the YMCA's Program. Depending on the circumstance of the emergency, protective actions are as follows and apply to all camp programs and field trips at any location:

EVACUATION Campers are evacuated outdoors to a safe area on the grounds of the facility (ex. Fire, electrical threat)

LOCKOUT Campers are relocated to a secured indoor location and all access points to the building are locked and monitored (ex. External threat, missing child)

LOCKDOWN If indoors, campers are secured in classrooms with doors locked and monitored away from windows. (ex. Internal threat)

SHELTER-IN-PLACE Campers are brought indoors and secured in central, lower-level rooms away from windows and external doors (ex. Tornado, severe storm)

- **DO NOT CALL THE CAMP IN THE EVENT OF AN EMERGENCY.** This will keep our phone line free to make emergency phone calls and relay information. The YMCA is updated with emergency information and parents will be notified via phone call, text, or email from the camp director or lead counselor. Parents may reach out to the Camp Director. However the director's priority is to keep the campers safe and may not be immediately available.
- The persons designated to pick up your child are on the emergency contact form. This form is used every time your child is released. Please ensure that only the persons listed on the form can pick your child up from the program.
- You are urged not to attempt to make different arrangements during an emergency. This may create additional confusion and divert staff from their assigned emergency duties.

In order to ensure the safety of your campers and our staff, we ask for your understanding and cooperation. Should you have any questions regarding our emergency operating procedures, please contact your YMCA.

YMCA CAMP WILLSON – OVERNIGHT CAMP

Our 500-acre memory maker! Camp Willson is a great experience for children 7 and older that also offers excellent teen programs. Programs include: lake swimming, boating, horses, archery, outdoor adventure, ropes course, cabin living with a group of new friends and so much more.

If your child has attended day camp for 2+ years we encourage you to consider giving them the next level experience! Learn more about our overnight summer camp, YMCA Camp Willson, located just an hour northwest of Columbus. More info can be found at [YMCA Camp Willson](#)

