

# Family Handbook | 2025 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 YMCA 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, encourage them to expand their comfort zones in what they do, who they know, and what they believe and help them discover their passions.

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 inspiring atmosphere that guides them to live healthy lives, help others, 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** 

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# **2025 Locations and Administrators**

LOCATION	HOURS	MEALS	DAY CAMP DIRECTOR
Eldon and Elsie Ward Family YMCA Day Camp 130 Woodland Ave Columbus, OH 43203	Mon-Fri 7a-6p	Camp provides B, L + PM Snack	JazSmine Brown On-Site: 10 a.m 4 p.m. M - F jazsmine.brown@ymcacolumbus.org (614) 252-3166
Gahanna/John E. Bickley YMCA Day Camp 555 YMCA PI Gahanna, OH 43230	Mon-Fri 8:00a-6:00p	Camper provides lunch and snack	Lydia Young On-Site: 8 a.m 4 p.m. M-F lydia.young@ymcacolumbus.org (614) 416-9622
Grove City YMCA Day Camp 3600 Discovery Dr Grove City, Ohio 43123	Mon-Fri 8:00a-6:00p	Camper provides lunch and snack	Ben Carlisle On-Site: 7:30 a.m 5:30 p.m. M-F Ben.Carlisle@ymcacolumbus.org (614) 871-9622
Hilliard/Ray Patch Family YMCA Day Camp 4515 Cosgray Rd Hilliard OH, 43026	Mon-Fri 7:00a-6:00p	Camper provides lunch and snack	Taylor Stillion On-Site: 8 a.m 4 p.m. M-F Taylor.Stillion@ymcacolumbus.org (614) 398-4557
Hilltop YMCA Day Camp 2879 Valleyview Dr Columbus, OH 43204	Mon-Fri 8:00a-6:00p	Camp provides B, L	Latoyia Mosley On-Site: 10 a.m 6 a.m. M-F Latoyia.mosley@ymcacolumbus.org (614) 276-8224
Jerry L. Garver YMCA Day Camp 6767 Refugee Rd Canal Winchester, OH 43110	Mon-Fri 8:00a-6:00p	Camp provides B, L + PM Snack	John Whitman On-Site: 10 a.m 6 p.m. M-F John.Whitman@ymcacolumbus.org (614) 834-9622
Reynoldsburg Community Center YMCA Day Camp 1470 Davidson Rd Reynoldsburg, OH 43068	Mon-Fri 8:00a-4:00p	Camp provides B, L + PM Snack	Joel Babb On-Site: 8 a.m 4 p.m. M-F joel.babb@ymcacolumbus.org (614) 834-9622
Liberty Township/Powell YMCA @ Hyatts Park 2500 Hyatts Rd Powell, OH 43065	Mon – Fri 8:00a-5:00p	Camper provides lunch and snack	Morgan Jaquis On-Site: 8 a.m 5 p.m. M/W/F morgan.jaquis@ymcacolumbus.org (614) 839-9622
Liberty Township/Powell YMCA Day Camp @ Liberty Park 7798 N. Liberty Rd, Powell, OH 43065	Mon-Fri 7:00a-6:00p	Camper provides lunch and snack	Morgan Jaquis On-Site: 8 a.m 4 p.m. T/Th/F morgan.jaquis@ymcacolumbus.org (614) 839-9622
North YMCA Day Camp 1640 Sandalwood Pl Columbus, OH 43229	Mon-Fri 8:00a-6:00p	Camp provides B, L + PM Snack	Katy Spittel-Jaime On-Site: 8 a.m 4 p.m. M-F katy.spittel-jaimekaty.spittel-jaime@ ymcacolumbus.org (614) 389-4707
Whitehall Community Park YMCA Day Camp 402 N Hamilton Rd Whitehall, OH 43213	Mon-Fri 8:00a-4:00p	Camp provides B, L	Ebony Conner On-Site: 8 a.m 4 p.m. M - F Ebony.Conner@ymcacolumbus.org (614) 689-2050

## **About The YMCA**

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 and Goals**

We're Raising The Bar on the Camp Experience. We focus on fun and empowering youth to reach their full potential through:

#### Belonging

Youth are respected and welcomed into a community where they can express their individuality. This includes observance of democratic processes taking place (picking teams for games, choosing which game to play, etc).

#### **Achievement**

**Youth build new skills, and their accomplishments are recognized.** We strive to ensure that campers try at least three new sports or activities during the camp season. We also encourage trash pick-up, general respect for the environment, and the demonstration of what campers have learned from outdoor specialists.

#### **Relationships**

Youth form meaningful connections, promoting well-being and combating social isolation. We strive to create a culture of caring, respect and camper-to-camper observance of responsibility and honesty being shown to one another.

#### **Core Values**

Youth are guided by our Core Values: Caring, Honesty, Respect & Responsibility.

#### **Safety**

Youth are protected from physical and emotional harm.

#### **Inclusion**

Youth receive equal access to opportunities and resources.

## **YMCA Core Values**

#### Caring

Show compassion, genuine concern and attentiveness to the well-being of others and our communities.

### Honesty

Speak truthfully and act with integrity and sincerity.

### Respect

Acknowledge and accept all individuals.

## Responsibility

Be accountable to yourself, others and the communities we serve.

## **Day Camp Standards**

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

## **Registered Child Day Camp Parent Information**

All YMCA of Central Ohio Day Camps are registered with the State of Ohio Department of Children and Youth. Each day camp location provided by the YMCA of Central Ohio is either an approved day camp or a licensed summer care camp.

#### **ACA Accredited Camps**

Our Day Camps are accredited by the American Camp Association (ACA). For more information on ACA, please visit <u>ACAcamps.org</u>.

For more information or to file a complaint, please contact the Ohio Department of Children and Youth (DCY) at 866-886-3537. Day camp inspection reports, complaint investigation reports and evaluation forms from the building and fire departments are available for review upon written request from DCY. Inspection reports and complaint investigation reports are also available online at childcare search ohio.gov.

## **Approved Child Day Camp Parent Information**

Appendix 5108:2-18-05 Approved Child Day Camp Parent Information

The day camp is approved by the Ohio Department Of Children and Youth (DCY) to provide publicly funded child day camp services.

The toll-free telephone number 1-844-234-5437, option 3, 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 Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the 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 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.

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 DCY. Inspection reports and complaint investigation reports are also available online at <a href="mailto:childcaresearch.ohio.gov">childcaresearch.ohio.gov</a>.

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

To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity child day camp service providers and employers.

Write or Call: HHS Region V, Office of Civil Rights 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601 (312) 886-2359 (voice) (312) 353-5693 (TDD) (312) 886-1807 (fax)

Write or Call: ODJFS Bureau of Civil Rights 30 E. Broad St., 37th Floor Columbus, OH 43215-3414 (614) 644-2703 (voice) 1-866-277-6353 (toll-free) (614) 752-6381 (fax) 1-866-221-6700 (TTY) or (614) 995-9961

For more information about child day camp approval requirements as well as how to apply for child care assistance and Medicaid health screenings for your child, please visit <a href="https://childrenandvouth.ohio.gov/">https://childrenandvouth.ohio.gov/</a>.

# **Philosophy and Purpose**

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: Caring, Honesty, Respect and Responsibility
- Increase appreciation for their own family, friends and surrounding community

#### **For Youth Development**

YMCA Day Camp involves age-appropriate activities in large and small group settings. Planned task-oriented activities challenge participants' 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.

We serve healthy food and provide nutritional activities to 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, and positive adult modeling and gain a sense of belonging.

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**

## **Day Camp Staff**

Recruiting, selecting, training, and supporting the staff are essential to day camp success. The YMCA leaders have experience working with children, knowledge of recreation activities and must model the YMCA's Core Values. All camp staff must attend 30+ hours of training before 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 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 The YMCA Program**

For the safety and protection of your child and our staff, YMCA employees are not permitted, under any circumstances, to provide individual transportation for any child or to bring or take a child home. YMCA staff and personnel are not allowed to babysit for program participants, spend time outside the 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.

# 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.

Parents/guardians will receive specific field trip information and any additional costs before 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.

# **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 children's needs. The schedules are posted at the site and provided to each family weekly. Camp spends the majority of its time outside, 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 indoor activities. Structured camp activities are primarily outside, as in the example below. For most camps, structured camp hours are 8:00 a.m. – 4:00 p.m., with additional Camp+ programs offered before and after main camp hours.

#### **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 Activities**

- Mastery Skill Building Activity
- Enriching Camp Activity Stations (arts and 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 and 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. 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 are prohibited on the pool deck, in the water and in the locker rooms and restrooms.
- Campers may not hang on staff or fellow campers.
- Campers must 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 passing all required swimming tests, and "non-swimmers" must stay in the shallow end.

Campers who wish to use the swimming pool's deep end must pass a YMCA deep-water swimming assessment. This assessment involves swimming two lengths of the pool and being able to tread water for 45 seconds.

Swimmers who do not pass the deep water test and do not meet a height requirement (the bottom of the shoulder clears the top of the water in the shallow area when standing) will use Coast Guard-approved lifejackets.

Some locations offer an intermediate swimmer option that tests a child's ability to right themselves to standing from the front/back float while in a lifejacket. If a child meets the height requirement and passes the intermediate test, they can swim in the shallow area of the pool without a lifejacket.

Swimmers aren't permitted to use inflatable arm wings or 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.

The lifeguard staff on duty control and enforce access to the pool for all campers, including those with disabilities. Camp staff present with each group of campers also enforce this access.

During severe weather, we may cancel outdoor swimming. In the event of thunder and/or lightning, the YMCA of Central Ohio will close all outdoor swimming pools until the threat of thunder and/or lightning has passed.

# **Registration Information**

#### **Admissions Criteria**

Day camp is for school-age children entering 1<sup>st</sup> through 6<sup>th</sup> grade. The ages for each camp vary by YMCA location. At the time of registration, parents must complete the YMCA of Central Ohio's online enrollment packet in its entirety and make a 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 YMCA Day Camps. 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 every child's individual needs and the program's ability to meet those needs.

## **Inclusion and Special Needs**

The YMCA has a unique opportunity and responsibility to work toward fully including people of all abilities. The YMCA of Central Ohio will not deny access 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.

Before enrollment, guardians should meet with the Camp Director to discuss their child's needs and goals, review the YMCA's policies and complete the individual assessment to ensure the YMCA is prepared to serve them best. 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 can bring their own personal aid or therapist to camp if needed. If a therapist or aid has a scheduled time to meet with the camper during camp hours, parents must fill out a **Special Activity Form** to specify the activity, time and procedures for taking the camper out of camp.

Campers with disabilities needing medication administered while at camp will need a Request for Administration of Medical form  $\frac{DCY01236}{DCY01236}$  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 who has a special health, medical or disability will be trained to perform the indicated medical procedure found on <u>DCY 01236</u>. 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**

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.

# Fees, Fee Policy Schedule, Refunds and Cancellations

Parents/guardians must complete the following registration process for their camper to attend camp. Please call the camp office if you have any questions. We only consider campers "registered" when all steps are complete, and we receive all required camper paperwork.

**Step 1**: Your registration and deposit (non-refundable) must be completed online or turned in at the YMCA Center 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 the time of registration and connected to the order for future draft purposes.

Step 2: Online registration includes completing all Enrollment Packet forms.

**Step 3**: Automatic draft from the provided EFT account will be processed on the Friday ten days before each camp week registered. We accept all forms of payment before the draft date, should you prefer not to be drafted. We assess a \$20.00 fee on all returned drafts.

No campers will be accepted at camp or drop-off sites without full payment since they will not be fully registered. Parents pay camp fees for reserved weeks regardless of their child's attendance or absences. Parents are responsible for ensuring funds are available for the selected draft method.

## **Draft Dates**

Below is a calendar showing the camp weeks and the automatic draft dates.

First Date of Camp Week	Week #	<b>Draft Date</b>
June 2	Week 1	May 23, 2025
June 9	Week 2	May 30
June 16	Week 3	June 6
June 23	Week 4	June 13
June 30	Week 5	June 20
July 7	Week 6	June 27
July 14	Week 7	July 4
July 21	Week 8	July 11
July 28	Week 9	July 18
August 4	Week 10	July 25
August 11	Week 11	August 1

## **Financial Assistance**

Scholarships or financial assistance are available for summer camp. To request an application, contact your local YMCA Center or download one from our website at <a href="mailto:ymcacolumbus.org/join/financial-assistance">ymcacolumbus.org/join/financial-assistance</a>.

**Requests should be made no later than May 1st.** Funding may be limited, so it is to your advantage to apply early.

## **Third-Party Payments (PFCC)**

The YMCA accepts publicly funded childcare (PFCC) subsidy payments from DCY, 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, a parent/guardian must consistently check in and out of the DCY 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.

## **Payments, Refunds and Cancellations**

We understand that plans occasionally change. Please visit <a href="mailto:ymcacolumbus.org/campchange">ymcacolumbus.org/campchange</a> to request removal from previously registered camp weeks.

We require a \$20 non-refundable deposit per week/session/child at registration. Deposits are charged for Camp, AM Camp+ and PM Camp+. The remaining balance will be drafted from your card on file starting on May 23 and every Friday thereafter - 10 days before the start of the camp week. Please ensure you pay your deposit using the same payment method you would like for camp drafts.

We automatically assess camp payments not processed with a \$20 Non-Sufficient Funds fee. If you need to change your payment method, please <u>contact the staff at your location</u>.

Camp payment plans are available upon request. Please <u>contact your location's staff</u> to set one up.

You'll receive a confirmation email after you pay each week's deposits. If you do not pay nor receive a confirmation email, you did not successfully register. Please <u>reach out to your YMCA location</u> for assistance.

Any cancellation of registered weeks should be made by <u>completing this form</u>. Please note that all deposits are not refundable or transferable, and after May 15, any deposits and fees paid are not refundable.

Your request will be processed in 3 business days based on the following timeline:

#### **Before May 15, 2025**

Please note - Deposits are non-refundable. If you withdraw your child before May 15, 2025, or if your program is canceled by our YMCA or a governing agency at any time, here are your options:

- Give a Gift: Donate funds you already paid or a portion of the funds paid. We will happily provide a tax receipt for your thoughtful and generous gift.
- Get a credit: Apply your funds to a future camp experience or program.
- Get a refund: Get a refund of your payments, minus deposits, paid through May 15, 2025.

#### After May 15, 2025

No refund of deposits or fees paid.

Cancellations due to Illness

If you are canceling due to illness, please contact your camp's director as soon as you realize your camper cannot attend. We will then work with you to determine whether to issue a refund or credit (minus any deposits paid). We may ask you to provide medical documentation.

# What To Bring To Camp What To Bring And How To Dress For Camp

Dress appropriately for the weather. Campers are active and may get dirty. Label all items!

- Wear closed-toe shoes (no flip flops, open-toe sandals)
- Backpack and Water bottle
- Swimsuits and 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 prohibit 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 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**: No tobacco products permitted at YMCA Camp or facilities. Family cooperation is necessary to protect our "outdoor classroom" for everyone to enjoy. Thanks for keeping our spaces and buildings tobacco-free.
- **Pets**: No animals are allowed at YMCA programs.
- **Weapons**: Children, staff, parents and visitors are not permitted to bring or possess weapons, including firearms, pocket knives, matches, lighters and firecrackers.
- Soda, sugary or any carbonated drinks are NOT permitted at camp.
- **All electronics, phones, toys** (ex. fidget spinners, action figures, cards, etc.) The YMCA is not responsible for nor will it replace lost or stolen items.

#### **Lost & Found**

**Tip**: Have the camper pack their bag under your supervision – that way they'll have greater success in recognizing their items. We recommend parents label as many items as possible.

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 and then discarded or donated to charity.** 

## Health

## **Illness and Injury**

YMCA of Central Ohio Summer Day Camp is based and operates in an outdoor setting for most 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.

If any of the above occur, YMCA Camp Staff will treat these ailments per 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 to explain what happened and how we treated the situation. Our staff complete accident reports for our records, and we record them 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 or 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 a physician's instructions 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**

If a child has a medical or dental emergency and needs transportation, we call the emergency squad if their parents grant permission. If the squad transports the child to an emergency facility, we notify the parents or guardians immediately.

Parent/Guardian signs the Permission to Transport in an emergency during 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**

Hand washing is mandatory upon arrival. Children's hands must be washed frequently with soap and hot water for at least 20 seconds, especially before, during and after food preparation or eating.

#### **Cleaning Frequently**

We are cleaning frequently touched surfaces and objects like door knobs with EPA-approved disinfectants regularly.

#### **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, YMCA staff ask parents or guardians to make other arrangements for their 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**

Parents or guardians must complete medical Forms for every camper <u>DCY01236</u>. If your camper does not need medication, <u>please write in "not applicable"</u> and sign the form.

Medication can be administered at camp, but we must have written parental or guardian consent. If your camper is taking prescription or non-prescription medication that must be administered during camp or extended care hours, please complete the Request for Administration of Medication form <a href="DCY01236">DCY01236</a> with the name, dosage and time your camper will need the medication.

Medications must be in the original bottle with the appropriate dosage. The Check-in Camp staff will collect all medications 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.

We'll return unused medications to the parent/guardian at the 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.

#### **Campers with a Special Need 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 the supervision of a counselor/adult. Camp staff will know where to find the medication in case of an emergency.

- A written medical plan, <u>DCY 01236</u>, 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.
  - o 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 who has a special health, medical or disability will be trained to perform the indicated medical procedure found on <u>DCY 01236</u>. All medication will be with the staff member assigned to your camper or with the camper if their parents have given written permission.

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

<u>Campers should arrive in the morning with sunscreen already applied, as YMCA</u>

<u>Camp staff are not permitted to apply sunscreen directly onto any campers.</u>

Campers will have the opportunity to reapply sunscreen as needed during designated times throughout the day. Campers can reapply sunscreen themselves or ask another camper to assist them only when properly supervised.

## **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.

## **Physical Activity And Program Elements**

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

## **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 YMCA programs. We serve healthy snacks and/or meals in the camp programs.

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

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

#### **Bringing Lunch and Snacks**

Please mark all containers with the camper's name. Since we **do not have refrigerators**, please do not pack perishable items such as cheese, mayonnaise, yogurt, milk or meat.

**Microwaves are not available.** 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 beverages, sweet juices or energy drinks are not allowed.

## Food and Dietary Policy

For programs participating in the 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; please do not send them with your camper.

We ask that families interested in bringing food choose healthy options. We are happy to help families and parents identify great food choices. All foods brought into the center must meet our national YMCA Healthy Eating guidelines and Ohio Healthy Program guidelines. Snacks will positively contribute to children's diets and health, emphasizing serving fruits and vegetables as the primary snacks and water as the primary beverage.

We ensure that safe drinking water is always available and accessible. We do not serve fruit juice or beverages with added sugars, so please do not send them with your camper.

For camps not participating in a summer food program, if 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. Families are responsible for providing food supplements for modified diets. Supplements needed for a child with a special health condition require a doctor's signature. See the <u>Medicine Policy section</u> of this handbook.

## **Allergies**

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

## **Attendance Procedures**

#### Communication

At the YMCA, we strive to provide 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, their comments 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 the children. Accompany your child(ren) to and from the designated location. A parent or designated adult must accompany all campers. While campers are walking to or from their cars, their care and safety are 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 a parent picks the child up. This minor inconvenience protects your child.

A parent or other authorized adult **MUST** enter the building or camp location and sign their child out. Please check for updates or changes posted at the Parent Welcome Center daily.

#### **Arrival from another program**

Children are welcome to arrive late to camp from a different program. The parent or guardian is responsible for arranging transportation for their child to day camp and informing the camp whenever this will occur.

If the child does not arrive 5 minutes after the scheduled time, we'll call the parent or guardian first. If there is no answer, the camp will call where the child was meant to be coming from. If there is no answer, the camp will call the police to report the expected but missing camper. Parents must inform camp directors of changes to their child's camp schedule.

## **Absence/Early Pick-Up**

Attendance communication is vital. If your camper will be absent from the program or requires a day/week schedule change, please notify the YMCA before 10 a.m. If a child is absent 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 must pick up your child early. When this occurs, you must call or email the camp director with the details of the early pick-up. Please understand that we use many areas of our facility, and children may be in an activity. Retrieving the child from the program area may take a few minutes. 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 immediately confirms the request by calling the parent number. The Camp Director may take appropriate action in an emergency to ensure the child's safety and well-being.

## **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 inform people beforehand so they can bring a picture ID and not be offended. The children's safety is our top priority!

We will notify police if an adult who appears to be under the influence of drugs or alcohol attempts to pick up a child. In this situation, we'll call emergency contacts to transport the child.

## **Late Pick-Up Procedure**

All children must be picked up at the YMCA Day Camp program location at 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 at the number provided on the emergency contact list.
- Call persons listed as emergency contacts.
- After one hour, we may call the authorities to ensure your child's safety.

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**

\$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 and Behavior Guidelines**

The purpose of rules is to set boundaries for a child's behavior. Please review the types of behaviors that we expect with your child daily (outlined below). Day Camp staff makes every effort to ensure each child has a positive experience. The YMCA 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 where 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 your words. 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 negatively.

## **Building a Community**

Every child is part of the YMCA 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 YMCA Staff, YMCA members, counselors and other campers. The proper use and cleanliness of the locker rooms, equipment and supplies is everyone's responsibility. Clean-up is important, and we need your support. Not only do we respect each other, but we also respect our camp environment by putting litter in its place, 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)
  - o **Note**: Damage done by a camper to these properties could result in financial responsibility and an 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, 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 the entire body and objects inside the bus.
- Maintain a reasonable noise level.
- Listen to, respect and obey the driver.

## **Pool Rules**

See Swimming Section.

## **Discipline Guidance Policy**

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

When a child needs guidance, staff redirect the child to more constructive activities. In addition, staff who model the YMCA's Core Values of Caring, Honesty, Respect and Responsibility encourage appropriate behavior.

With help from adults and peers, children learn to use positive alternatives and practice nonviolent 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 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 YMCA's Core Values: Honesty, Respect, Caring and Responsibility.

#### **Behavior Guidelines**

We 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 staff directions regarding safety procedures and 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 others' private property and understand that stealing or vandalizing it is not 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 themself 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 remove them from the situation temporarily. 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 is 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 their 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 the behavior continues.
- Staff may redirect/provide time away from the activity and notify parents of the child's behavior.

If behavior continues, staff shall conduct a parent/guardian conference to discuss and provide support in managing the 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 difficult and will be carefully considered before action is taken.

## **Suspension**

The YMCA has a zero-tolerance policy in regard 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 the 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 are at the discretion of YMCA staff. No refunds or credits will be given for time missed due to disciplinary action.

#### **Note**

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

If you have any questions, please contact our association's Executive Director of Youth & Family Programs at 614.386.3886 or send an email to <a href="mailto:YCOdaycamps@ymcacolumbus.org">YCOdaycamps@ymcacolumbus.org</a>.

## **Termination Of Day Camp Services**

The YMCA reserves the right to discontinue services under any of the following conditions:

#### **Disenrollment**

- 1. Failure to abide by any of the registration agreement conditions as itemized in the Parent SYCODayCamps@ymcacolumbus.orgtatement of Understanding or failure to fulfill any of the responsibilities or conditions included in the Parent Handbook.
- 2. Lack of regular attendance in a 2-week time period without notification.
- 3. The balance is due for 2 weeks or more of day camp fees.

#### **Expulsion**

- 1. Severe behavior by the child that disrupts the group, including repeated instances of failing to listen to their teacher; refusal to follow program rules; excessive use of physical force, including hitting, pushing, kicking or biting; verbal abuse; or excessive threats to use physical abuse.
- 2. Failure of parents/guardians to treat staff or other parents of children respectfully. Disrespect includes inappropriate or abusive language, behavior or threats.
- 3. Our Summer Day Camp programs follow a zero-tolerance policy in regard to weapons or look-a-like weapons. Weapons, firearms and ammunition materials shall not be on the premises. Any participant, parent/guardian or family-authorized adult that uses or possesses or threatens to use or possess a weapon or look-alike weapon at any time may be permanently expelled from the program.

If you have any questions, please contact Association Camping Services at 614-386-3886 or send an email to <a href="mailto:YCODayCamps@ymcacolumbus.org">YCODayCamps@ymcacolumbus.org</a>.

# **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 Center.

Parents are invited to visit at any time. Please visit your child or evaluate the program whenever you choose. We only ask that when you observe or visit, you do not disrupt the routine. If you will be taking your child out for a brief time, please do this at the 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 so that we can discuss our policies.

Talk to your camp counselor/ camp director daily because they 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 YMCA 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 the 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 that 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, Center Executive and designated members of the YMCA Association Office.

Learn more at ymcacolumbus.org/protecting-children.

# **Emergency Procedures/Evacuation**

Ohio Department of Children and Youth requires 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.

We annually provide parents with specific information about this policy and our YMCA Day Camp Programs. Our emergency plan covers many types of emergencies.

We conduct fire/emergency drills occasionally during camp. Your camper is prepared and reassured during drills. Staff receive annual fire safety and emergency evacuation training.

In an emergency, the Program Director, Camp Director or other supervisor staff may take appropriate action to ensure your child's safety, health and well-being. This is to assure you of our concern for the safety and welfare of all campers.

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 evacuate outdoors to a safe area on facility's grounds. (ex. Fire, electrical threat)

#### Lockout

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

#### Lockdown

Campers stay indoors with doors locked and 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 free our phone line to make emergency calls and relay information. The YMCA is updated with emergency information; parents will be notified via phone. Parents may reach out to the Camp Director. However, the director's priority is to keep the campers safe, and they may not be available immediately.

The emergency contact form lists the persons designated to pick up your child. We use this form 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.

We ask for your understanding and cooperation to ensure the safety of your campers and our staff. Please contact your YMCA if you have any questions regarding our emergency operating procedures.

## **Overnight Summer Camp at YMCA Camp Willson**

Our 400-acre memory maker! Camp Willson is a great experience for children ages six and older and offers excellent teen programs.

#### Activities include:

- lake swimming
- boating
- horseback riding
- archery
- high ropes course
- cabin living with a group of new friends
- so much more!

If your child has attended day camp for over two years, consider giving them this experience! Learn more about our overnight summer camp at YMCA Camp Willson, just a one-hour drive northwest of Columbus, at <a href="mailto:ymcacampwillson.org">ymcacampwillson.org</a>.