

# Greater Marco Family YMCA



## YMCA Summer Day Camp Program Handbook



### **Contact Information:**

School Age Manager  
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## **Program Philosophy**

Our goal is to provide a variety of experiences designed so that each camper will enjoy his or her summer to the fullest. We want our children to develop to their **maximum** potential. To assist them in this, we offer opportunities for children to experience positive feelings of self awareness, confidence, and self worth. The YMCA believes that our children are our greatest treasures and that the family is the core of society. We also believe in the importance of character education and our programs strive to teach children the values of honesty, respect, responsibility, and caring.

**The camp will be a mix of games, activities, sports, arts and crafts, trips, swim days, community service projects, fitness programs and special events.**

## **Confidentiality**

All files and child information is kept confidential. Any information regarding child registration, child or family needs, incidents, and behavior issues will be kept confidential.

## **Weather Conditions**

If we experience extreme weather conditions the summer camp program may close for your child's safety. In the event that this happens, you will be asked to pick up your child as soon as possible.

Hurricanes: If we are under a hurricane watch our programs will close 24-36 hours prior to landfall so that the YMCA can properly prepare for the storm. We will re-open as soon as the YMCA premises are inspected and declared safe. We will provide a line of communication for informational purposes.

Tornados: In the event of a tornado warning all children will be brought into the interior areas of the main YMCA building. We will continue this until Emergency Management clears the warning.

## **Camp Sites:**

**The Greater Marco Family YMCA will offer camp at the following sites:**

1. Youth Development Center at our main campus  
101 Sand Hill Street  
Marco Island, FL 34145

\*open to any child who is 5 by June 1<sup>st</sup>-8<sup>th</sup> grade

\*\*Middle School camp will run from 9-4

2. Manatee Elementary  
1880 Manatee Rd.  
Naples, Fl. 34114

\*open to students attending Manatee Elementary or CCPS students who show proof of need (free/reduced lunch) from their home school

3. Parkside Elementary  
5322 Texas Ave.  
Naples, Fl. 34113

\*open to students attending Parkside Elementary Mon.-Thurs. 12:30-6:30 and 7-6:30 on Fridays

\*\*Camp days and times wrap around Parkside's Summer Voyage Program

## **Camp Drop-off and Pick-up Procedures**

Please bring your child into camp each day and sign him or her in with a counselor. For the safety of your child, no child may walk into camp alone. Please see that they are placed with a counselor before leaving. We will strictly enforce these rules.

**Pick-up policy:** You must come into the camp to pick-up your child. For the safety of your child, no child may leave camp alone. Only those on the pick-up list will be permitted to pick-up. Please have an ID available so that counselors can check the Pick-up list. No child will be released to anyone under 18 years old or to anyone that is not on the pick-up list.

### **Drop-off and Pick-up Procedures for bus riding campers**

If your child is a bus rider for drop-off and pick-up, then you must be at the designated bus stop in the morning by the time stated on the bus route that you will be provided at registration. When picking up your child at the end of the day, a parent/guardian over the age of 18 must be at the designated bus stop to receive the child. Any children who do not have a parent at the bus stop for dismissal at the end of the day, will be transported back to the Marco YMCA where the parent/guardian must pick up the child prior to camp closing.

**Camp hours: 7:00am-6:30pm. \*Parkside Elementary hours differ**

### **Payment for camp**

**If you have chosen to pay weekly: all payments must be paid the Friday prior to the registered week.** If we do not receive payment in full by that day, your child will not be allowed to attend until payment is received. You will be required to show a proof of payment for that particular week to the counselor in charge.

### **Refunds**

All Camp programs are non-refundable.

### **Snacks and Lunch**

The Camp will provide one snack daily at approximately 3:00pm. If your child has food allergies please let us know! We will be happy to make reasonable accommodations or you are welcome to send in alternative snacks. Snack times may vary on trip days. Vending Machines will be **prohibited** during camp hours.

Each child is responsible for bringing a healthy sack lunch daily. **Soda and Energy drinks of any kind are not allowed.** The Greater Marco Family YMCA strives to stay in line with the HEPA standards set forth by the National Y of the USA. What is HEPA? Healthy Eating and Physical Activity Standards Developed for

After-school Programs

Recommended standards outlined for out-of-school programs which include before and after school programs, day camps, and overnight camps are:

- Serving fruits and vegetables (fresh, frozen or canned) as options instead of cake, cookies, candy and chips
- Offering water as the preferred drink option during snack times instead of juices, punch boxes or soda
- Dedicating at least 20 percent or at least 30 minutes of morning or afterschool program time to physical activity (60 minutes for a full day program)
- Ensuring that daily physical activity time includes aerobic and age-appropriate muscle and bone strengthening and cardio-respiratory fitness activities

The new standards elevate the importance of training out-of-school program staff on the role of healthy eating, physical activity and social supports for healthy behavior. Please send water in your child's lunch. You will be notified of any special food days in advance. Please be sure that your child's name and grade is clearly marked on the lunch bag. Please send food that does not require refrigeration or heating up. We do not have enough facilities or storage to accommodate large numbers. Remember to send a drink with lunch. **In the event of a forgotten lunch we will provide a "Lunchable" at a cost of \$5.00 due at pick-up.**

### **Birthday Policy**

We are a healthy living facility. Our staff works hard to teach healthy eating habits to the children. We are following the HEPA standards. We can only serve fruits and vegetables for our birthday celebrations. Please note that we cannot be serving cookies, cakes, cupcakes, popsicles, etc.... If you bring these items the teacher/counselor will not be able to accept them. Please feel free to discuss with your child's teacher/counselor healthy options and ideas.

### **Camp T-shirts and Dress Code**

- T-shirts
  - Each **full-week** camper will receive one camp t-shirt as part of the registration. Drop-in participants must buy a t-shirt if they drop in on a fieldtrip day. Extra shirts may be purchased for \$10.00. If your child forgets their t-shirt the option to purchase another shirt for \$10 will be given. The \$10 must be paid at pick-up time. If you choose not to purchase an additional shirt, parents will be required to pick their child up from camp. Please label inside of shirt as it will help us identify lost shirts.

**Camp t-shirts must be worn on field trip days, NO T-SHIRT NO TRIP!!!**

***Parents will have to find another means for child care for this day. This is a huge safety requirement.***

- Bathing Suit and Towel
  - All children must bring a bathing suit and towel everyday.
- Daily Dress Code
  - All children must wear comfortable, casual clothes with **sneakers**.
  - NO SANDALS!
  - Boys-
    - Must wear shirts at all times
  - Girls-
    - Appropriate attire for activities is required. Please no see through shirts, short shorts, dangling earrings, or lots of jewelry.

### **Personal Items**

All personal items such as phones, IPODS, Game boys, toys, dolls, and trading cards are to be left at home. Unless we are having a special event that requires items from home, we ask for your support with enforcing this policy. **The YMCA will assume no responsibility or liability for items brought from home. Counselors will assume no responsibility for money brought to camp.** Any item that is lost or stolen is the sole responsibility of the owner. The YMCA will not make any type of restitution for missing or damaged items. **Children will NOT be permitted to use phones during camp. In the event of a true emergency our Site Director will have a phone available.**

Each site will have a lost and found. Please check this location at the end of each day as all items will be thrown away or donated to a charitable organization each Friday at 6:00pm.

### **Safety**

We are committed to providing the safest possible environment for our children. To ensure their safety, we maintain the following conditions and procedures:

- Children are never left unsupervised
- There is a working phone on site at all times
- Parent's and Guardians are asked to keep all emergency information current in their child's file
- There is a staff member that is CPR/First-aid certified on-site at all times
- In accordance with the Florida State Law, when any abuse or neglect of a child is suspected, staff will make a report to the Department of Children and Families.

### **Medications**

We will only dispense prescription medications. Medications must be turned into the site director in their original containers in a clear Ziploc bag with a current picture of your child taped to the Ziploc bag. No medication will be dispensed without a medication form filled out. These forms are available from your child's site director. All medications will be kept in a locked storage. It will be the parent's responsibility to pick up their child's medication at the end of the camp stay from the site director. Please make appropriate arrangements ahead of time. The site director may be in the middle of an activity and unable to leave the group.

### **Illness and Accident Policies**

If a child exhibits any of the following symptoms, we will call parents for immediate pick-up.

- Severe cough
- Difficulty breathing
- Suspected conjunctivitis
- Lice
- Suspected ring worm, scabies, or unfamiliar skin rash
- Persistent vomiting
- Thick, yellow, or green nasal discharge
- Temperature of 100 or higher

When a child is sent home we ask that you plan to keep the child home until he or she is symptom free for at least 24-hours. This means that in most cases, the child may not return to camp the next day. In some circumstances a doctor's note may be required before your child can return to camp.

## Accidents

Despite the care taken by our staff, we know that accidents will sometimes occur. Our response is based on the degree of injury.

- In the case of minor cuts, scrapes or bruises, the staff on site will provide basic care.
- If the injury is potentially more serious, (suspected sprain or fracture, or deep cut, etc...) the site director will provide first-aid as needed and call the parent or guardian for further instructions
- In a serious or life threatening situation, we will call emergency services first, and then we will call the parents/guardian.

In all cases an accident report will be filled out for the parent to sign. This will be kept in the child's file.

## **Discipline policy**

**Please take time to go over the camp rules with your child.** Attending camp is a privilege. Campers who consistently disregard our rules will not be allowed to participate fully or at all. It is very important to be sure that your child understands what is expected so he or she is well prepared and understands the possible consequences of his or her actions. A camper may be dismissed at any time for behavioral problems without refund based on severity of the behavior.

We have three basic rules:

1. Listen to your counselor
  - a. Do not talk when your counselors are making announcements or explaining directions
  - b. Pay attention to instruction
  - c. No "rough housing" or disruptive behavior when the counselor is talking
2. NO Bullies allowed
  - a. No unkind touching of any sort (pushing, punching, mishandling)
  - b. No use of foul language (this include racial slurs)
  - c. Respect the personal items of others (hands off)
3. No Vandals
  - a. No defacing property or breaking camp equipment
  - b. No Stealing
  - c. No bubble or chewing gum allowed
  - d. No food fights (includes water bottle fights)
  - e. No tampering with site equipment (bee traps, pesticide flags, etc...)
4. Electronics and toys not allowed

This includes:

  - a. Cell phones
  - b. IPADS, kindles, laptops, etc.
  - c. Any personal music devices
  - d. Personal toys

\*The Greater Marco Family YMCA will not take responsibility for lost, stolen, or damaged toys/electronic devices brought to camp.

If any of these rules are broken the following consequences will take place:

- For minor rule infractions, the child may lose the privilege of a certain activity or be asked to take a cooling off period.
- If rule infractions are broken on a field trip, the child may lose privilege to participate in next field trip (Child would not be able to attend that day of camp)
- If a camper caused destruction to an area, they may be required to clean the area or make restitution. (which may come out of your pocket)
- If previous efforts do not seem to be helping, suspension or expulsion from the camp may be used as a last resort.

Of course, our goal is to make sure that everyone feels safe and welcome at summer camp. A conference may be scheduled to assist in benefiting your child's camp experience or to discuss behaviors.

## **Illegal Substances**

If we suspect a camper is under the influence of an illegal substance we will remove him or her immediately and bring him or her to the attention of the Family Services Director. The parent will be notified immediately and we will call the assistance of the Police Department Juvenile Officer. If the child is found under the influence it will be automatic expulsion from the camp.

### **Sexual Harassment**

Sexual Harassment is a form of discrimination and in some cases constitutes abuse. It violates Federal and State Laws. All campers, female or male will be provided with an environment free from all forms of unlawful discrimination and conduct which can be considered harassing, coercive, or disruptive. Sexual harassment includes: unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature.

If your child has observed or believes that he or she is a victim of harassment by a counselor or fellow camper, you should bring this matter immediately to the attention of the Head Counselor. The YMCA will notify the Department of Children and Families to investigate the complaint.

### **Pool Rules**

The camp provides cool down time at the pool for our campers. Each camp will swim one-two days per week. Swim days are to be announced. **As a reminder: Please remember to send bathing suits and towels everyday. (we do water activities daily)**

To ensure everyone's safety, our campers must abide by the following pool rules:

- Absolutely no running.
- No rough housing in or out of the pool.
- No "water wings" allowed; life jackets will be supplied for our little campers.
- No flotation toys allowed except what is provided by the YMCA for the campers use.
- No drinks in the pool area. There is a water fountain at the pool.
- No food allowed.
- No disrupting of swim camp, lessons, or swim team participants.
- Campers are to use the rest rooms located in the pool area.
- Campers must remain in the shallow swim area unless authorized by lifeguard on duty. A swim test will be given to ALL children for the safety of our campers. Children will be defined as; deep water swimmer, shallow only swimmer, life jacket only swimmer. Tests will be given throughout the summer to give opportunity to excel.

### **Field Trips**

**All campers must arrive at least 15 minutes prior to the departure time on field trip days. Due to time restraints at our fieldtrip destinations we are not able wait on late campers or pick campers up along the way. If a child misses the trip then parents will need to make other child care arrangements for the day.** When the camp travels as a group, the same rules will apply as when they are on site at our facilities. In addition, the following rules must be adhered to during a trip:

On bus or van:

- Campers must remain seated at all times.
- Campers must wear seat belts if they are provided on the bus.
- No standing, jumping, or running down the aisle of the bus.
- No sticking body parts out of the window such as hands, heads or elbows.
- No shouting
- No foul or obscene language or making obscene gestures.

At the destination:

- Campers will remain with their counselors **at all times!!!**
- Campers will be respectful and courteous at the sites. This includes showing respect to other patrons. Remember we are guests!
- Persistent rule breaking on trips may result in suspension from future field trips.

**Parents and Guardians are not permitted on field trips.**

**Website**

Information regarding camp will be updated weekly. Schedules and newsletters will be posted on the YMCA website.  
[www.greatermarcoy.org](http://www.greatermarcoy.org)