

Summer Day Camp 2008

PARENT HANDBOOK



Peninsula Family YMCA

A branch of the YMCA of San Francisco
1877 South Grant Street, San Mateo, CA 94402
(650) 286-9622 phone (650) 286-0128 fax
www.ymcasf.org/peninsula

 We build
strong kids,
strong families,
strong communities.

A NOTE FROM THE STAFF

Welcome to Peninsula Family YMCA's Summer Day Camp! We are planning an exciting summer of outdoor fun and adventure to fill your child's days. This handbook is designed to answer commonly asked questions. Please keep it as a reference. If you have additional questions please feel free to call us at (650) 286-9622.



Y Camp is the first step in our progressive camping series. Our YMCA Day Camp is NOT licensed childcare, but is accredited by the American Camping Association, which adheres to both the American Camping Association and YMCA of the USA Day Camp Standards.

Y Campers participate in daytime, camp-type activities and return home each evening. They are divided into small groups, according to age, and led by well trained staff through activities designed to meet their individual needs. Each week offers excursions, arts and crafts activities, swimming, skits, songs and outdoor adventures. Some camps offer overnight campouts at local state and county parks.

We believe that the key ingredient to building a strong partnership with you is successful communication. This handbook serves as a resource where you will find information regarding our program and general policies. We encourage you to ask us any questions or inform us of any concerns. We look forward to seeing you at our camps and your youth's participation in our program.

Gain insight into our 2008 Summer Camp Program by attending an informational meeting:

First Time Campers

Thursday, June 12th 6:00 p.m.

Location: Peninsula Family YMCA

Returning Parents

Tuesday, June 17th 6:00 p.m.

Location: To Be Announced

Designated YMCA Staff to Answer Your Questions

Kaailau Bell, (650) 294-2689 kbell@ymcasf.org

Day Camp Director – Responsible for Camp Programs.

Kristin Flores, (650) 560-4889 kflores@ymcasf.org

Assistant Day Camp Director - Responsible for Camp Programs.

Julie Hales, (650) 294-2623 jhales@ymcasf.org

Program Administrator – Responsible for billing & registration questions

Designated YMCA Staff to Answer Your Questions

Program Administrator - Responsible for billing & registration questions.

Site Coordinators - Directly responsible for a particular group/site.

Counselors - Responsible for overall well being of the youth participants.

PROGRAM INFORMATION

Day Camp Weeks

- | | |
|--------------------------|------------------------|
| 1.....June 16 - 20 | 6..... July 21 - 25 |
| 2..... June 23 - 27 | 7..... July 28 - Aug 1 |
| 3..... June 30 - July 3* | 8..... Aug 4 - 8 |
| 4..... July 7 - 11 | 9..... Aug 11 - 15 |
| 5..... July 14 - 18 | 10.... Aug 18 – 22** |

*There is NO Camp on Friday, July 4th. Cost for this week is adjusted accordingly. Please refer to the camp brochure for specific costs.

**Last Blast Camp Only

Hours and Schedules: Program hours are 9:30 a.m. to 4:00 p.m. with extended care from 7:30 a.m. until 6:00 p.m. at no additional cost.

Summer calendars for each camp which list major activities, excursions and overnights, are available at the YMCA. Detailed weekly calendars will be available at the site the week prior to each session. If you would like a calendar in advance, please call the YMCA and one will be emailed to you.

Sample Daily Schedule:

- | | |
|------------------|--|
| 7:30 - 8:30 a.m. | Drop off and indoor/outdoor play |
| 8:30 a.m. | Morning Activity |
| 9:30 a.m. | Assembly, attendance and snack |
| 10:00 a.m. | Leave for trips / group activities |
| 11:30 a.m. | Lunch |
| 12:30 p.m. | Group activities / all-camp activities |
| 4:00 p.m. | Return from trips, snack |
| 4:00 - 6:00 p.m. | Afternoon Activity and Pick-ups |

FINANCIAL INFORMATION

Billing: Bills will be mailed 3 weeks prior to the camp week. Payment is due in full 2 weeks prior to the start of your child's camp week.

Deposits: A non-refundable deposit of \$50 per week is required at the time of registration. **Deposits are non-refundable and non-transferable.**

Financial Assistance: Applications can be obtained from the registration desk at the YMCA. Through the generosity of our many supporters, the YMCA of San Francisco offers affordable programs and services designed to benefit people of all income levels. If fees are a concern for you, please request a Financial Aid Application.

PICK-UP/DROP-OFF PROCEDURES

Parents may drop off between 7:30 & 9:00 a.m.
Pick-up is between 4:00 & 6:00 p.m.

Signing your child in and out:

Please drop your child off and sign him/her in before 9:00 a.m. We must have current information on file (the child's information form should be completed at registration), confirming who you have authorized to pick up your child.

Be prepared to show picture ID upon arrival daily. We will only release your child to those persons you have authorized. If those names change, please contact your child's Site Coordinator. To ensure your child's safety, we ask that you initial and indicate drop off and pick up time on the roster at the site. This is for your child's safety and we appreciate your cooperation.

TRANSPORTATION

YMCA buses and vans are operated by trained, licensed drivers. Vehicles are inspected regularly and are certified by Durham School Services.

Trips: On days that campers are going off-site, the buses will leave at 10:00 a.m. and return no later than 4:30 p.m. Trips that extend beyond these hours will be announced in the weekly calendar and on the parent's board at the camp site.

Bus Expectations

These are expectations of campers when riding on the bus and vans.

- Always remain seated
- All body parts must be in the bus at all times
- Campers must sit down, facing forward at all times: Sit back to back, seat to seat
- No throwing things out the windows
- The bus driver's rules must also be followed: When engine goes off, the mouth goes shut
- No screaming or loud noises (group songs are ok)

WHAT TO BRING TO CAMP

Backpack: This is the best way to keep track of belongings. Never send your child to camp with more than will fit in their backpack!

Bag Lunch: Please send a labeled bag lunch and a drink every day. Please NO LUNCH BOXES! They tend to get lost, broken, and are hard to carry all day. Refrigeration is not provided, please do not send perishable items (milk, mayonnaise, etc.) or items that require heating. The YMCA will provide a morning and afternoon snack.

Clothing: Your child should wear regular play clothes. Please be sure he/she is wearing close-toed shoes, no sandals. Be advised that campers get wet and dirty at camp. We recommend that Camp T-shirts be worn on all highlight trip days. All registrants receive one Day Camp T-shirt. **Please mark all of your child's belongings with his/her name.**

Sun block: Your child will spend a great deal of time outdoors. Please apply sun block before you send your child to camp. In addition, be sure to **send the appropriate sun protection to camp.** (If your child is fair-skinned, please send an extra T-shirt to swim in and a hat).

DO NOT BRING: drugs, alcohol, valuable toys, weapons, vehicles, personal sports equipment, electronic devices or animals. **Our staff is NOT responsible for campers' money, toys or other personal items.**

Lost and Found: A lost and found area will be available at each camp. Please label your child's clothing and check the lost and found for any missing items. All items in lost and found will be donated to charity at the end of the summer.

Medication: Please note any special medication needs on your child's information form and notify the Site Coordinator. Medication must be in the possession of the Site Coordinator, with complete written instructions for administering it.

CAMP DESCRIPTIONS

Activities are designed to meet the needs of each age group. All camps follow weekly themes and emphasize values, group building, respect for the environment, outdoor education and FUN!

Specialty Camps (K-8th) - Camps offer valuable opportunities to explore age-appropriate activities such as cheer, engineering and magic and develop skills specific to those areas.

Sports Camps (K-8th) - Each week is a new sport for all of those sport enthusiasts!

SPECIAL SITUATIONS

Late pick-ups: Any time you are going to be late, it is important for you to call the campsite to inform staff. We are more than willing to do all that is necessary to assist you in an emergency situation. The call allows us to reassure your child that you are on the way. After 6:00 p.m. there will be a late charge fee of \$10 minimum for the first ten minutes and \$5 for each five minute increment after (fee will be billed to you). After 6:30 p.m. or in the event we are unable to get through to any emergency contact, the staff will have to contact child protective services or 911. If this should happen, you will have to pick up your child at the local police precinct.

Grounds for Dismissal: Peninsula Family YMCA Day Camp may terminate your child's enrollment for any of the following reasons:

- Parent is continually late picking up child after program closes
- Failure to pay fees
- Failure to adhere to the sign-in/sign-out policies
- Child's behavior is continually disruptive or dangerous to others and/or self
- Any single incident that is deemed by the YMCA Staff to be dangerous, harmful, disruptive, violent behavior or threat of such behavior against a staff person or other member by parent/guardian or persons associated to the child.

Walking Home: Teen participants may walk home *only* with parents' written consent on file with the camp. No other participants may walk home!

Illnesses: Please make arrangements to keep sick children at home. Call the campsite as soon as possible so that we may adjust our attendance records. If your child becomes ill at camp, you will be notified to pick him/her up. If you are not available, we will contact the emergency numbers on your child's release form.

The incidence and severity of illness can be greatly reduced if we cooperate to prevent the rapid spread of communicable infections among the children at our site. Parents are required to notify the site if they or their children contract a communicable disease and will not be allowed to attend camp.

Examples of Communicable Diseases:

- Chicken pox
- Giardia
- Shigella
- Hepatitis
- Meningitis
- Measles
- Lice or Scabies
- Conjunctivitis (Pink eye)
- Any other communicable disease

Absences: Please contact the camp no later than 9:00 a.m. if you know that your child will be absent from camp. Accounts will not be credited for absences from the program.

EMERGENCY PROCEDURES

Each camp practices weekly fire drills. In case of an emergency, staff will follow the written policies and procedures established for the camp. Parents will be informed, as soon as possible, of the status in the case of a natural or man-made disaster. Staff will do everything possible to reassure the children and keep them safe and calm throughout the situation.

Medical/Dental Emergencies – In the case of an accident or illness that needs to be treated by a medical professional, staff will: assess the situation, call 911, call the parents, follow the instructions of emergency personnel, inform parents of next steps. Please keep your child's information form current with correct emergency numbers.

Natural Disaster/Fire – In the case of an earthquake or fire, staff will: protect the children, wait until movement has ceased, evaluate environment, call 911 and move the children to a designated location-if necessary, staff will contact parents for pick-up. Please plan on picking up your child as soon as possible.

Man-Made Disaster – In case of a military action, staff will: comfort the children, assess the situation, and contact parents for pick-up if necessary. In the case of a bomb threat, staff will: assess the situation, call 911, evacuate the building, move the children to a designated location, contact parents for pick-up if necessary.

Evacuation Procedures: If it becomes necessary to evacuate the children from camp, staff will follow the policies and procedures developed. Parents will be

notified, as soon as possible, that the center has been evacuated and where and when to pick-up their children.

WORKING WITH YOUR CHILD

Staff to Youth Ratios: the YMCA maintains the following staff to youth ratios:

For Youth in Grades	Staff to Youth
K-1	1:6
2-3	1:8
4-6	1:10
7- 8	1:12

Staff Training: Many staff members are part of our year-round child development team. All staff members are trained in First Aid, CPR, risk management, program activities, child development, discipline, emergency procedures and more.

DISCIPLINE POLICY

Any problem your child experiences at home may affect his/her behavior at the YMCA. Please keep us informed so that we can be sensitive to your child's needs. The YMCA wants to work as a team with your family. This enables us to provide the best environment for your child's growth and development.

Our first step is to be proactive in our approach towards behavior management. The more we know about a child's home and school life, the easier it will be for us to be able to take this step. We also use positive reinforcement by consistently acknowledging good behavior.

The expectations listed below in bold are the general expectations we have for all of our program participants. These will be posted at camp. There are sample rules listed here beneath the expectations.

Respect for Others

- Keep your hands to yourself
- No harming each other physically (by hitting, kicking, etc.) or emotionally (name-calling, excluding others)

Safety First

- Listen to your counselor at all times
- Report unsafe behavior to your counselor

Speak for Yourself/Listen Attentively

- Express yourself positively
- Be supportive of others beliefs and ideas

Be Responsible

- Clean up your own messes
- Help out when asked

Code of Conduct and Responsible Conduct Agreement

Extreme Travel Movin'On, and CIT participants and their parents are required to sign the PreTeen Code of Conduct and Responsible Conduct Agreement prior to attending the first day of camp. Infractions of General Rules may result in discipline up to and including expulsion from YMCA programs and activities. In addition local law enforcement agencies may be contacted and the teen may be turned over to them as appropriate:

- A. Any act of vandalism, destruction of property or misuse of a facility may be a crime and will be treated as such.
- B. Possession and/or consumption of alcoholic beverages and illegal drugs is strictly prohibited.
- C. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly forbidden.
- D. Theft and/or shoplifting are crimes and will be treated as such.
- E. Activities which endanger the health and safety of yourself or others are prohibited.
- F. Smoking and/or the use of any tobacco products is not permitted.
- G. Inappropriate and uninvited physical contact between any participants, staff members, or guests is not allowed. Sexual behavior is inappropriate and not allowed.
- H. Laws of the State, County, and City governments are to be observed.
- I. Participants shall observe all curfews and be in their respective locations at the established curfew times.
- J. Foul language or language that violates the YMCA's core values is prohibited.
- K. Wearing apparel that is inappropriate for the YMCA activity is not permitted.

If a situation does occur, we will do one of the following:

We will give the child a natural and logical consequence to their action. We will discuss this with them to help them understand the connection between their action and the consequence.

If it is necessary, the child will be removed from the group in the company of their counselor. This gives the child a chance to cool off and be able to discuss the situation with their counselor in a calm and productive manner.

We Do Not Use Corporal Punishment

YMCA staff are committed to providing a program in which all children can succeed. In the event that a child's negative behavior cannot be improved through a discussion between counselor and child, the following steps will be taken:

Staff will inform the parent of the behavior and seek additional suggestions on how to handle the child's behavior.

If the behavior continues, the parent(s) will be asked to come to the YMCA and meet with the staff to work out a plan to resolve the situation.

We will attempt to provide the necessary extra support (i.e. volunteers, staff, outside resources) to make success possible.

If none of the above measures are effective, your child will be asked to leave the program. The safety of all the children is very important to the YMCA.

Satisfaction: If your child is not happy, then neither are we. Please let us know if there is anything we can do to help. If you decide to discontinue participation, please contact the YMCA for a refund of unused tuition (excluding the \$50 deposit).

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