



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GET TO KNOW YOUR CHILD'S DAY CAMP

PARENT HANDBOOK
Seasonal Day Camp



PENINSULA FAMILY YMCA

1877 South Grant Street San Mateo, CA 94402

P: 650 286 9622 F: 650 286 0128 www.ymcasf.org/peninsula

A NOTE FROM THE DIRECTOR

Welcome to Peninsula Family YMCA's Holiday Day Camp! We have planned exciting and fun adventures 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 Richard McDaniel, Camp Director at 650 294 2604.

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 trained staff through activities designed to meet their individual needs. Each week offers major field trips, arts and crafts activities, swimming & songs.

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 your family's participation in our programs and our YMCA community.

DESIGNATED YMCA STAFF TO ANSWER YOUR QUESTIONS

Richard McDaniel, Sports & Recreation Director

Responsible for all YMCA Day Camp Programs.

650 294 2604

rmcdaniel@ymcasf.org

Julie Hales, Membership & Program Administrator

Responsible for billing, registration and financial aid questions.

650 294 2623

jhales@ymcasf.org

CAMP DESCRIPTION: Activities are designed to meet the needs of each age group. All camps follow weekly themes, participate in small group building, learn respect for their environment through outdoor education but most importantly, they HAVE FUN!

Traditional Camps (5yrs-11 yrs): Campers participate in activities that revolve around weekly themes and includes games, swimming, trips to Bay Area parks and major field trips.

Specialty Camps (6yrs-11 yrs): Each week offers skill building, drills, and practice of a new sport for all of those sports enthusiasts! (Only offered during winter and spring camps)

Sports Camps (5yrs-11 yrs): Each week offers skill building, drills, and practice of a new sport for all of those sports enthusiasts!

Full Day/One Day Camps (5yrs-11 yrs): When school is out, give your kids the gift of discovery with the Peninsula Family YMCA! We explore the Bay Area, play games and make new friends.

FALL CAMP:

Facility Member: \$185/week
Program Member :\$215/week

October 10th-14th
October 17th-21st
October 24th-28th

WINTER CAMP:

Session 1: Facility: \$185/week, Program: \$215/week
Session 2/3: Facility:\$150/week, Program:\$175/week

December 19th-23rd
December 27th-30th
January 3rd-6th

FULL (ONE) DAY CAMP:

Facility Member: \$40/day
Program Member: \$48/Day

October 10th
October 31st
November 11th
January 30th
February 17th
February 20th

SPRING CAMP

Facility Member: \$185/week
Program Member: \$215/week

March 26th –March 30th
April 2nd- April 6th
April 9th – April 13th

Hours and Schedules: Program hours are 9:30 am to 4:30 pm with extended care from 7:30am-9:30am & 4:30pm-6:30pm at no additional cost.

Camp weekly calendars for each camp listing major field trips, arts and crafts and all other group activities will be available every Monday morning at the "sign in" table.

SAMPLE DAILY SCHEDULE:

- 7:30AM–9:30AM - Drop off/Morning activities
- 9:30AM - Assembly, "Roll Call"
- 10:00AM - Leave for trips/group activities
- 11:30AM - Lunch
- 12:30PM - Group activities/swim times
- 4:00PM - Return from trips, snack
- 4:30PM–6:30PM - Afternoon Activity/Pickup
- 6:00PM–6:30PM - Clean Up



FINANCIAL INFORMATION

BILLING: Full Payment is required at registration.

FINANCIAL ASSISTANCE: Through the generosity of our many supporters, the Peninsula Family YMCA offers affordable programs and services designed to benefit people of all income levels.

If fees are a concern for you, please request a Financial Assistance Application. Applications can be obtained from the registration desk at the Y or online at www.ymcasf.org/peninsula.

PICK-UP/DROP-OFF PROCEDURES

Parents may drop off between 7:30AM & 9:30AM

Pick-up is between 4:00PM & 6:30PM

SIGNING YOUR CHILD IN AND OUT:

Please drop your child off and sign him/her in before 9:30 am. We must have current information on file (the child's information form should be completed at registration), confirming who has authorization to pick up your child.

When picking up your child please be prepared to show picture ID. We will only release your child to people that you have authorized. If those names change, please contact the Camp Director. 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 AND BUS RUNS

YMCA buses and vans are operated by trained, licensed Class B drivers. Vehicles are inspected regularly and are certified by First Student School Services or the YMCA.

TRIPS: On days that campers are going off-site, the buses will leave by 10:30 am and return no later than 4:30pm 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
 - No throwing things out the windows
 - No screaming or loud noises (Group songs are OK)
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WHAT TO BRING TO CAMP

Please label all of your child's belongings!

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!

LUNCH: Please send a labeled lunch and a drink every day. Refrigeration is not provided; please do not send perishable items (milk, mayonnaise, etc.) or items that require heating. The YMCA will provide a healthy afternoon snack. Examples include: cheese crackers, celery, and fruit.

CLOTHING: Your child should wear play clothes to camp. Please be sure your camper wears closed-toe shoes, not sandals, crocs, or wheelies. We play hard at camp, and campers may get wet and dirty! All campers receive one Day Camp T-shirt. Please have your camper wear their T-shirt on all highlighted trip days.

SUN BLOCK: Depending on the season, more summer and school year 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.

THINGS TO REMEMBER

DO NOT BRING: soda, candy, toys, weapons, 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. All items in lost and found will be donated to charity at the end of the camp.

MEDICATION: Please note any medication needs on your child's information form. In addition a Medical Disbursement Authorization Form (Last page of this handbook) must be completed and given to your child's Unit Director. ALL medication must be in its original container and in the possession of the Unit Director, with complete written instructions for administering it.

SPECIAL SITUATIONS

LATE PICK-UPS: Any time you are going to be late, it is important for you to call the front desk @ 650 286 9622 to inform staff. We are more than willing to assist you in an emergency situation. The

call allows us to reassure your child that you are on your way. A late charge of \$1 per minute will be billed to your account. Walking Home: CIT participants may sign themselves out only with parents' written consent on file with the camp. No other participants may leave without parent/guardian pick up!

WALKING HOME: Teen volunteer participants may sign themselves out only with parents' written consent on file with the camp. No other participants may leave without parent/guardian pick up!

ABSENCES/ILLNESSES: Please make arrangements to keep sick children at home. Please call in absences by 8:30 am. 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.

Please help us prevent and reduce the spread of illness at camp. Parents are required to notify the site if they or their children contract a communicable disease and will not be allowed to attend camp.

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EXAMPLES OF COMMUNICABLE DISEASES:

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

EMERGENCY PROCEDURES

Each camp practices weekly fire and earthquake 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: 1:10

STAFF TRAINING: Each camp staff receives 40 hours of camp training including First Aid, CPR, risk management, child abuse prevention, child development, discipline procedures, emergency procedures and more.

DISCIPLINE POLICY

The YMCA wants to work as a team with your family. 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. 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 on the next page 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 after yourself
- Help out when asked

CODE OF CONDUCT

Infractions of General Rules may result in discipline up to and including expulsion from YMCA programs and activities.

A. Any act of vandalism, destruction of property or misuse of a facility may be a crime and will be treated as such.

B. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly forbidden.

C. Theft and/or shoplifting are crimes and will be treated as such.

D. Activities which endanger the health and safety of your child or others are prohibited.

E. Inappropriate and uninvited physical contact is prohibited. Sexual behavior is inappropriate and not allowed.

F. Laws of the State, County, and City governments are to be observed.

G. Foul language or language that violates the YMCA's core values is prohibited.

H. Wearing apparel that is inappropriate for the YMCA activity is not permitted.

IF A SITUATION DOES REQUIRE DISCIPLINE OCCUR, WE WILL USE POSITIVE DISCIPLINE TACTICS:

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

If necessary, the child may 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:

The camp director 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 Camp Director 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.

The YMCA wants to work with you and your family to ensure a successful camp experience. In the event that your child can not

adhere to the rules of our camp, we may be forced to dismiss your child from our program

GROUNDS FOR DISMISSAL: Peninsula Family YMCA Day Camp may terminate your child's enrollment immediately 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 parent/guardian or persons associated to the child.



NOTES

MEDICATION DISBURSEMENT AUTHORIZATION FORM

If your child is currently taking medication, please fill out this section. This would include aspirin, inhalers, cough syrup, and prescription medication. For camper's protection, we can not allow staff to administer medication without this form. All medication must be in its original container and be under the control of the Unit Director.

Campers' name: _____

Reason for medication: _____

Medication: _____

Amount to be given: _____

When: _____

Comments or Instructions: _____

Medical Release: Medical Release: I understand that the YMCA of San Francisco assumes no financial obligation for such treatment but in the event that I cannot be reached for an emergency, I hereby give permission to the physician selected by the director to hospitalize, secure proper treatment for and to order injections and emergency treatment for my child as named on the form.

Signature: _____

Date: _____