

ST. CLOUD AREA FAMILY YMCA

# YMCA Summer Camp

---

## 2018 Parent Packet

**Kyle Benson- Camp Coordinator**

**Email: [kyle.benson@scymca.org](mailto:kyle.benson@scymca.org)**

**Phone: 320-253-2664**

**Carolyn Anderson- Youth and Family Director**

**Email:**

**[carolyn.anderson@scymca.org](mailto:carolyn.anderson@scymca.org)**

## **WELCOME PARENTS**

Welcome to the St. Cloud Area Family YMCA Summer Day Camp. We're glad that you've chosen to spend some memorable moments with us this summer. We look forward to providing an exciting summer, filled with tremendous summertime experiences that only YMCA camp can offer. We are committed to providing your child with a rewarding and memorable experience. Our camp staff have planned for this summer throughout the entire year. We have hired role models for your children who will help build character, positive experiences and memories that will last a lifetime. Our staff is trained to display and encourage the values of caring, respect, honesty and responsibility throughout the daily activities and games of the camp curriculum. A YMCA summer can make an impression that lasts a lifetime! Whether you are new to the YMCA Summer Camp or a seasoned Y Camper, we are pleased to welcome you to the 2018 camp program.

This parent handbook is designed to prepare and assist you with sending your child to summer camp. It contains helpful and pertinent information that will make camp a meaningful experience for your child as well as a valuable service to you, the parent. Please review this handbook carefully and review the camp rules and guidelines with your child. If we can provide you with any additional information or be of any service to you throughout the summer, please do not hesitate to contact the Camp Coordinator at 320-253-2664 or [kyle.benson@scymca.org](mailto:kyle.benson@scymca.org) or the Youth and Family Director at [carolyne.anderson@scymca.org](mailto:carolyne.anderson@scymca.org).

### **Important Facts**

All parents must attend **ONE** parent meeting

- All meetings take place from 6-7pm.
- May 21, May 22, or May 23

The St. Cloud Area Family YMCA is a non-profit, human service organization that puts Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Financial Assistance is available to those who qualify.

- Financial assistance applications are available at the Y or at [www.scymca.org](http://www.scymca.org).

Safety and Qualified Staff are a priority.

- All camp staff are First Aid/ CPR certified and have experience working with children.

A Y family membership will save you money.

- Save up to \$20 per child each week of summer camp with YMCA family or youth membership! Y family members also receive discounted rates on programs classes. Participants must become members before registering for summer camp to receive the discount.

### **Summer Camp Mission**

It is our mission to provide a safe, thriving environment for young people to explore personal interests, build self-esteem, develop interpersonal skills, discover the benefits of the outdoors and learn about the importance of living a healthy lifestyle in a relationship based environment.

### Goals of our Summer Program

Our cause is for youth development, healthy living and social responsibility. Our camp programs, as part of the YMCA, reflect these values and are designed to help our campers grow physically, mentally, and spiritually within a fun camp environment. Well-trained camp staff that lead the campers in challenging activities act as a catalyst for growth in your child.

All YMCA camps are designed to meet the following goals that are established for these three causes. Each camper will:

- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills and assets
- Have fun

### Camp Registration/ Payment Information

#### **Registration Policies**

To register for camp, you need to fill out the registration form/ program waivers. Enrollments are subject to availability.

- Registration paperwork can be found online at [www.scymca.org](http://www.scymca.org) under the Youth tab.
- Paperwork needs to be submitted in person at the YMCA, 2001 Stockinger Drive St. Cloud, MN 56303.
- The YMCA needs to have a hard copy of your completed registration forms for your registration to be considered complete. This includes up-to-date paperwork on your child's vaccinations. **Your child's registration will not be processed without an up-to-date vaccination form.**

#### **Deposits/ Payment Options**

There are two payment options:

- You may pay in full at the time of registration or
- You may pay a non-refundable \$30 per child per week deposit at the time of registration and sign up for EFT. We will draft your account each Friday before the next week of camp starts. Camp payments will start on June 1 for week 1 of camp.

NO child will be accepted into camp unless the balance has been paid in full by the start date of camp.

Receipts can be sent via e-mail upon request, provided we have an email address on file. Please allow a two-week processing period for annual receipt requests.

#### **Refund Policy**

All withdrawals from a camp week and/or refund requests must be done through email or phone call. Please email [carolyne.anderson@scymca.org](mailto:carolyne.anderson@scymca.org) or call 320-253-2664. Refunds/credits will be issued as follows:

- A full refund (less the deposit) will be issued if a written cancellation is received at least 2 weeks prior to the start of the camp week.

- Cancellations less than two weeks in advance will be charged a 20% processing charge in addition to the non-refundable deposit.

All refunds will be submitted back onto your account as a system credit unless requested otherwise.

### **Transfer Policy**

Camper transfers from one week and/or day to another will only be made if space is available. Transfer requests must be made in writing at least two weeks in advance.

### **Waiting Lists**

If a week fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available.

### **Tax Information**

The YMCA's tax ID is 410952420.

## **Program Content**

### **Camp Hours**

Camp hours are from 7:30am to 6:00pm Monday through Friday. Camp programming hours are 9:30am to 5:00pm.

### **Extended Hours**

- Early Drop Off
  - 7:00am-7:30am
  - \$10/ child per week
  - If child arrives before 7:15am, they will receive a bowl of cereal and a juice.

### **Swimming**

- We will be swimming most days at camp. All campers will be put through a swimming test on their first day for access into the deep end of pools. Each week, campers can try to retest to get a different color band.
- Band colors:
  - Red- Campers need a life jacket
  - Yellow- Campers can swim the width of the pool without touching
  - Green- Campers can swim the entire length of the large pool without touching/ stopping
- Campers can use life jackets from home. If you bring a life jacket at home, please make sure to label it clearly with your child's first and last name.

## Typical Camp Day

Times	5-6 Year Olds	7-8 Year Olds	9-10 Year Olds	11-13 Year Olds
7-730	Early Drop Off	Early Drop Off	Early Drop Off	Early Drop Off
730- 845	Free Time	Free Time	Free Time	Free Time
845-915	Bathroom/ Snack	Bathroom/ Snack	Bathroom/ Snack	Bathroom/ Snack
930-11	Park	Park	Rotations (until 1045)	Rotations
11-1120	Lunch	Reading	1045-1120 Kid Zone	Reading
1120-1140	Reading	Lunch	Reading	Free Time
1140-12	Change for swimming	Kid Zone	Lunch	Free Time
12-1245	Swimming or Climbing	Kid Zone (until 1230)	Park (until 115)	Lunch
1-145	Kid Zone	Swimming or Climbing	130- 215 Swimming or Climbing	Park
2-3	Rotations	Rotations	Free Time	Swimming or Climbing
3-330	Snack	Snack	Snack	Snack
330-5	All camp rotations	All camp rotations	All camp rotations	All camp rotations
5-6	Free Time	Free Time	Free Time	Free Time

❖ Schedule is subject to change.

## Parent Information

### Dropping Off/ Picking Up your Child

- A parent/ authorized person must sign children in when they arrive and leave with camp staff when they depart daily. If not signed in, the YMCA cannot be held responsible for the child.
- Photo ID is **REQUIRED** at the time of pick up. If you do not have it with you, staff will ask you to go get it.
- Chronic late pick up is grounds for dismissal from the camp program.
- Children are not allowed to leave camp without a parent/ guardian picking them up and signing them out.
- Children will be released only to those authorized by the parent on the child's Registration Form. It is the parent's responsibility to notify the camp of any changes in authorization.
- If someone other than these people must pick-up your child, a written note must be sent in ahead of time. Those picking up children should be prepared to show identification to the camp staff member upon request.
- No child will be released to anyone who is not authorized to pick up that child.
- **\*\*Note:** Appropriate legal paperwork is required to be on file with the YMCA when the custodial parent requests the center not to release the child to the other parent.

### Walk Home Policy

No camper will be allowed to leave by him/herself and / or sign him/herself out of camp, regardless of written permission. **NO EXCEPTIONS!**

### **Late Pick-Up**

We close promptly at 6:00pm.

For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5.00 per child

After your third late fee please note that you may be asked to withdraw your child from camp. Payment should be paid to the front desk staff. If you are running late, please notify the camp and attempt to make alternate pick-up arrangements.

If a child is not picked up by 7pm and the parent has not been in contact with the YMCA, Child Protective Services will be called.

### **Absences**

To ensure the safest possible environment, please report any absences by calling the YMCA office at 320-253-2664 if your child is not going to attend on any given day.

### **Children at Risk**

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- ❖ Call the other parent
- ❖ Call another person on the child's emergency contact list
- ❖ Call a taxi
- ❖ If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

### **Termination Policy**

The YMCA reserves the right to terminate your child's camp enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary by YMCA staff, parents will be informed of reasons for termination of services.

### **Nut Free Facility**

The St. Cloud Area Family YMCA Summer Day Camp is a NUT FREE ZONE. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts at camp to ensure the safety of all children. Please note that if your child brings a lunch or snack that contains nuts or nut products, YMCA staff will provide a nutritious alternative and the item will be returned to you at the end of the day. This includes items not in the original packaging or homemade items. If we cannot tell what it was made from, your child will not be able to have it at camp.

Your understanding and support in helping us to provide a NUT FREE ZONE is greatly appreciated. The St. Cloud Area Family YMCA continues to work towards an inclusive environment that supports and acknowledges the right of each person to be fully included in all activities that occur in our programs.

### **Camper Supervision**

#### **Staff**

We feel confident that we have the best staff around! Our staff is as diverse as our campers. Many members of our staff team are enrolled in teaching credential programs, are college students, or are full-time teachers. The YMCA strives to hire a highly qualified, well-trained staff to conduct all YMCA childcare programs. Our staff members are at least 18 years old, have all been properly screen and trained. All camp staff have basic first aid and CPR/AED certifications. YMCA Staff model the YMCA Character Development values of caring, honesty, respect, and responsibility. Most importantly, our staff are people who love working with kids. They are good people with good hearts!

#### **Volunteers**

The YMCA welcomes volunteers for our programs. All volunteers will be given a background check. Volunteers are not counted in adult to child ratios.

#### **Staff Training**

All camp staff are required to attend at least 20 hours of training prior to the first day of Summer Camp.

Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the St. Cloud Area Family YMCA Summer Camp program, they learn how important it is to apply sunscreen throughout the day, how to do face counts, how to check children in and out, and how the drop-off and pick-up process operates. They explore techniques of how to better interact with children, build other's self-esteem and confidence, and become experts in games, skits, and arts & crafts projects.

At the end of our training, they are ready to use their new skills and knowledge with campers.

#### **Camper Ratios**

We operate with the maximum ratio of 1:10 staff to child ratio for campers 5-7 and 1:15 staff to child ratio for campers ages 8 and up.

#### **Special Needs**

The St. Cloud Area Family YMCA is committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best day camp experience for your child, and ask that prior to registration, you consult with the Youth and Family Director regarding any special needs of your child. We will work to provide reasonable accommodations upon request.

Inclusion information for children with special needs must be provided at the time of registration (Inclusion Form) & directly to the Camp Coordinator on the first day of camp.

Since there are some medical treatments and procedures that legally the YMCA staff is not trained, nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

## **Bathroom Procedures**

No camper is ever alone, and no camper is ever alone with a staff member. All campers will take trips to the bathroom with the entire camp and / or groups of campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

## **Communicating with the YMCA Camp Staff**

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

Once a week, you will receive important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference.

## **Medical/ Emergency Information**

### **Essential Forms**

Each camper is required to have a completed:

- Camp Registration Form
- Immunization Record- must be current
- Medication/ Inhaler/ Epi-Pen Consent Form as needed
- Inclusion Form- as needed

These forms must be given to the YMCA at the time of registration or your child will NOT be able to attend camp! Please be sure that the information on the forms is accurate and complete. Please do not leave any of the fields blank on any of the forms.

### **Address & Telephone Numbers**

Please inform the YMCA in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify the YMCA who the best person to contact in a case of an emergency; this allows us to quickly contact others on your emergency contact list if necessary.

### **Bugs & Bees**

To reduce the possibility of both bug bites and stings, a few simple precautions can be taken. Bugs and bees are attracted to patterns on clothing that resemble foliage in the outdoors. To reduce this attraction, wear solid, light colored shirts, shorts, or trousers.

Another major attraction occurs from "smell". Sweet smelling soaps and shampoos will attract both bees and bugs so try to use unscented products when showering and bathing and avoid the use of perfumes. Please also try to use a sun block of at least SPF 15 that is unscented.

### **Accidents/Emergencies**

All precautions will be taken to prevent serious health risks to all campers. If a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided, and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied.



In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, if a major injury or health problem arises, and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be documented in writing on the YMCA incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

**\*\* Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.**

The YMCA does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.

#### **Weather/ Heat Policy**

- Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.
- During periods of extreme heat (heat index reaches 100F), the camp staff will scale down the physical camp activities. Campers will remain inside when the temperature is 102 or above. Campers will not be able to be outside for more than 15-20 minutes at a time. Indoor facilities will be utilized by programming more crafts and low-activity events or activities. The staff will take children inside to increase their water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

#### **Health & Illness**

- If a child arrives ill or becomes ill, the parent or authorized individual will be notified immediately to pick up the child within one hour.
- Sick children will be monitored and isolated, with necessary supervision, until designated pick up arrives.
- If you are keeping your child home due to illness, please contact the camp by 9:00am and let the staff know of your child's absence.
- When your child has a fever (fever of 101) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms returns to normal.
- Notify the Camp Coordinator if your child contacts a communicable disease.

#### **Medication Policy**

Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent.

- Complete the medication authorization form included in your camp registration packet.
- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given.
- Parents must provide any cautionary information specific to the medication.

- Medications will be stored in a secure area that is inaccessible to campers. (Medications such as epi-pens and inhalers that campers need to be readily accessible may be kept with the camper. On field trips, staff will hold onto these items).
- All non-prescription medications will be kept away from camper and in the Youth and Family Director/ Coordinator's control. This includes over the counter products such as: cough drops and cold medications. We treat these as "medications" and they can only be administered by the Youth and Family Director, Coordinator, or counselors with written parental consent. They are not to be available to the child at camp and are not allowed in their lunch box or back pack. This safety precaution is necessary to avoid misuse and "sharing".
- All medications must be in the original container and clearly marked with the child's first name and last name, and MUST be given directly to a STAFF MEMBER.
- Aspirin will not be given without the express, written permission of the child's physician.

### **Allergies**

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other things in our camps. We try our best to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify the YMCA in advance, so we may take proper precautions.

### **Sunscreen/ Bug Spray**

Your campers will be required to use sunscreen/ bug spray while participating in the camp day, the following procedures MUST be followed in accordance with YMCA policies.

- Keep the sunscreen/ bug spray in the original container, labeled with your camper's name
- Camp staff will remind campers to apply sunscreen/ bug spray multiple times per day.
- Camp staff will apply sunscreen/ bug spray to campers under the age of 7 years old. All campers that are older than 7 years old will be permitted to apply their own sunscreen/ bug spray.

## **Preparing for Camp: Frequently Asked Questions**

### **What information will I get before camp?**

Besides this handbook, parents are REQUIRED to attend a pre-camp meeting.

- All meetings take place from 6-7pm.
- May 21, May 22, or May 23

We will provide email updates about the Summer Camp program and special events. We will send out an email once a week during the summer. Please make sure to add your email address to our records to receive email correspondence from camp.

### **What should my camper bring to camp?**

- Athletic shoes (no open toed shoes allowed)
- Weather-appropriate clothing (hats are encouraged)
- Girls must wear a one-piece swimsuit or a two-piece tankini
- A nutritious peanut free sack lunch if not participating in hot lunch program. No sharing food. Campers do NOT have access to facilities to reheat or refrigerate food. The YMCA provides a morning and afternoon snack daily. Campers may bring an additional healthy snack with them.
- Breakfast will be provided for early drop off campers (those who pay the early drop off fee) before 7:15am.
- Waterproof sunscreen or sun block and bug spray. We recommend a waterproof, long-wearing formula for best protection. YMCA staff will remind campers to apply sunscreen on a scheduled basis.

- Backpack
- Life Jacket
- Water bottle
- Swimsuit and towel
- Book

LABEL all items with camper's full name.

**Should I pack water for my child?**

Yes. Though our staff make regular trips to the restrooms and drinking fountains, parents are ultimately responsible for sending their child with plenty of fluids for the day.

**What shouldn't my campers bring to camp?**

Cell Phone	Weapons
Video Games	Alcohol and Drugs
Personal CD/ stereos/ iPod	Personal sports equipment
Expensive jewelry/ watches	Vehicles
Money	Animals
Toys and card games	

The YMCA is not responsible for any items that are lost or stolen, and under NO CIRCUMSTANCES will reimburse for lost, stolen or broken items.

**What should my campers wear to camp?**

Children should wear clothing suitable for an active day at camp. Appropriate items would include shorts, t-shirts, light jackets (for chilly mornings), and athletic shoes (no sandals). Please label all items sent to camp with the child's first and last name. Our camp uses discovery and play as a major part of our camp program; thus, we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials while your child's engaging in a fun activity.

When campers go on field trips, they are required to wear their camp shirts. This includes the 11-13 year olds on their additional field trips during the week.

**What shouldn't my child wear?**

Baggy pants, short shorts, halter, or spaghetti strap tops are not permitted.

**Can my camper use the vending machines?**

No. The vending machine is strictly prohibited during camp hours. Please be aware that this will be strictly enforced by camp staff during camp hours for all campers.

**Camp Lunch Program**

- We offer a FREE hot lunch for all campers from the Whitney Senior Center.
- We will send out monthly menus each month.
- If you decide to not participate in the free hot lunch program, you will be required to bring a peanut free lunch. All lunches will be checked for peanut/ tree nut items. Any items that are found to contain nuts (or not in its proper packaging) will be removed and returned at pickup time.
- If you are packing a lunch for your camper, candy/ pop is NOT ALLOWED.
- If your camper forgets their lunch, they will be provided a lunch from our Hot Lunch Program.
- Staff needs to know whether you are participating in the hot lunch program by 9am each day.

**Field Trip Information**

- A signed permission slip is required to attend the field trip. This is the waiver that is attached to the end of this packet.

- DO NOT bring extra money for field trips unless specifically requested in advance. YMCA staff are NOT responsible for lost or stolen money.
- Behavior guidelines are enforced on field trips as well as at camp. Campers who cannot adhere to the rules may meet one or more of the consequences listed in discipline policy.
- There will be an extra charge of \$12 on weeks with a bused field trip (exception Summerland, Works Museum, and AirMaxx). If you do not wish to participate in the field trips you are unable to attend camp that day.
- New in 2018- Different field trip days for age groups
  - 5-8 Year Olds- will have their field trips on Tuesdays (exceptions: Marcus Theater, Summerland, and Great River Bowl which will take place on Thursdays)
  - 9-13 Year Olds- fields trips will be on Thursdays
- For the bused field trips, we will need parent volunteer chaperones. To volunteer as a chaperone, please contact Kyle at [kyle.benson@scymca.org](mailto:kyle.benson@scymca.org) or Carolyne at [carolyne.anderson@scymca.org](mailto:carolyne.anderson@scymca.org). Spots are limited.
- Campers are required to wear their camp shirts on all field trips.

### **11-13 ADDITIONAL FIELD TRIPS**

- Throughout the summer, children between the ages of 11-13 will be given the opportunity to go on an additional field trip
- Children, along with staff, will take the Metro Bus to various locations throughout the St. Cloud community.
- Field trips may require a fee to participate. These fees are due at least three days before the trip.
- Campers will be required to wear their camp shirt on these days. They will also be required to bring a peanut/ tree nut free lunch.
- Campers who are not following the YMCA behavior policies may not be able to attend these field trips.
- A list of these trips will be provided in advance. Parents will need to sign up their children in advance to attend these trips. There will be a 10-20 child limit to all additional field trips.

### **Lost and Found**

We know that sometimes things just get lost. Please label all your child's belongings. The best way to prevent the loss of property is to leave it at home! There will be a designated Lost and Found location. Please check for your child's items. Lost and found items are kept at the YMCA for two full weeks and then donated to charity. The YMCA is not responsible for camper possessions that are lost or stolen.

### **Rules and Safety**

Safety is paramount to the camp program. All children MUST be picked up from camp by a parent or authorized person. All authorized persons will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Camp rules will be established and taught to the children at the beginning of the summer and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

### **General Rules**

- Listen to the staff and follow their directions
- During camp time, camper should remain in their camps unless given permission to leave.
- Campers should not be alone at any time while in camp.
- No cell phone or electronics are allowed. If you have one, please give it to a counselor.
- Please do not climb trees.
- Please respect nature; do not pick leave, grass, and do not harm plants or animals
- Please do not throw sticks or stones.
- Keep camp clean. This includes picking up litter, no writing graffiti, and replacing any camp equipment after you use it.

- No fighting. If you have a problem, walk away from the situation and tell a counselor.
- Appropriate footwear must be worn at all times.
- Campers should always strive to be caring, honest, respectful and responsible.
- Hallways are quiet places where there is no running/eating/horsing around.

### **Code of Conduct**

Our Code of Conduct states that the St. Cloud Area Family YMCA is committed to providing a safe and welcoming environment for all our members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in a YMCA program. **This applies to staff, campers AND their parents.** We expect persons using the YMCA to behave in a mature and responsible way and to respect the rights and dignity of others. **Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically, this includes:**

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in the theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Please be responsible for your own personal comfort and safety. If someone's behavior threatens your personal comfort or safety, please ask that person to refrain. Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help!

YMCA Management will investigate all reported incidents. Dismissal from a program or termination of YMCA Membership privileges may result from any violation of the code of conduct. No refunds will be given.

### **Expectations at Camp**

#### **Expectations of Campers**

Campers are entitled to a pleasant and safe environment while participating in the Summer Day Camp program. We know that everyone is not always going to get along or agree on things, especially when competition is involved. However, we expect that these disagreements will be handled in a non-violent and nonthreatening manner. We want everyone at camp to feel that they are in a safe environment where they are valued. **All campers should use their number one resource when an unexpected altercation happens, that is to self-report to the counselor in charge right away.**

YMCA reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program.

At the beginning of the summer, all camp expectations and guidelines will be covered and explained by camp administrators and staff.

Please review with your child the types of behaviors that we expect (outlined below) and perhaps even spend some time discussing the importance for your camper to have a successful time at camp.

- **Friends Helping Friends!** Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply 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 are not allowed to touch another camper/staff member in a negative way.

- **Building a community:** Every child is part of the Y day camp. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. Respect all Y staff, Y members, counselors and other campers. The proper use and cleanliness of the locker rooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support. Not only do we respect each other but we also respect our camp environment by putting litter in its place, by not destroying property that belongs to camp or to others and putting equipment in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Stay in program areas with your counselor – running away is not acceptable. Cooperate with staff and follow directions. They know best how to keep you and your friends safe.

### **Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At YMCA Camp bullying is inexcusable, and we have a firm policy against all types of bullying. Our camp philosophy is based on our mission statement which ensures that every camper is accepted. We are open to all to develop the spirit, mind and body. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff members and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at our Y camp.

### **DISCIPLINE POLICY**

Step 1- Redirect: Staff will redirect the camper to more appropriate behavior. Inappropriate behavior could include:

- Not treating other campers and/or staff with respect. Examples: swearing, pushing and shoving, name calling, confrontational attitude, and not following directions.
- Not acting appropriately during camp. Examples: running in halls, leaving group without supervision, not obeying stated rules, disrespecting equipment or property.
- Not behaving responsibly. Examples: lying, staling, horseplay, creating a dangerous situation for themselves or others.
- Any action or inaction that negatively affects other campers or staff.

Step 2- Time Out: If a warning is ineffective, the child will sit out immediately for 5-10 minutes depending on the severity of their action.

- The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place.

Step 3- Incident Report: If a time out is ineffective or the child continues to display inappropriate behavior, the counselor will complete an incident report. This report will be given to the camp coordinator. The coordinator will have the discretion of speaking to the camper and/or parent depending on the action.

- If a child's behavior at any time threatens the immediate safety of them, other children, or staff the parent may be notified and expected to pick up the child immediately. \*

Step 4- Suspension: If established guidelines are not followed the parents will be called to pick up their child. At this time, the camp coordinator or Youth and Family Director and parents will establish a timeframe for re-admittance to camp.

Step 5- Parent Meeting: If problems persist the parents will be contacted to meet with the camp coordinator and/or Youth and Family Director and other pertinent staff. Guidelines will be established for the child to remain in camp.

- Continuing disruptive behavior may result in a 1 - 3-day suspension from the Summer Camp program. \*\*

Step 6- Dismissal: For the safety and enjoyment of all campers the YMCA will dismiss a camper for unacceptable behavior upon return from suspension. The dismissal would result in loss of all program fees and exclude the camper from all other day camp sessions.

- Expulsion from the Summer Camp program will be considered if a camper's disruptive behavior cannot be redirected.

\* Parents are notified about any inappropriate behavior experienced at Summer Camp when they pick their child up at the end of the day (or at work if necessary).

\*\* The YMCA reserves the right to suspend any child from the program if necessary.

### **Zero Tolerance Policy**

YMCA Day Camp has a zero-tolerance policy for serious behavior infractions since our goal is to provide a healthy, safe and fun environment for every camper. The behaviors below are grounds for immediate removal from camp for the remainder of the current day and additional days as deemed necessary by camp staff. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at camp. The Camp Coordinator and/or Youth and Family Director will meet with the camper's parent(s) to determine a course of action and the length of the suspension.

Serious behaviors that may result in immediate camp suspension. If a child is removed from camp no refunds will be given.

1. Any behavior that endangers the health and safety of children, staff or members
2. Leaving the day camp program without permission, or refusing to remain with assigned group
3. Inappropriate touching of other campers or sexual misconduct
4. Theft, defacing or destruction of property belonging to the YMCA or others
5. Any kind of physical assault such as hitting, kicking, biting
6. Gang-related activity
7. Possession of weapons, tobacco, alcohol or illegal drugs