

ST. CLOUD AREA FAMILY YMCA

YMCA Summer Day Camp

2021 Parent Packet

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WELCOME PARENTS

Welcome to the St. Cloud Area Family YMCA Summer Camp. We are glad that you have chosen to spend some memorable moments with us this year. We look forward to providing an exciting summer, filled with tremendous experiences that only the YMCA camp can offer. We have hired role models for your children who will help build character. Our staff is trained to display and encourage the values of caring, respect, honesty, and responsibility throughout the daily activities of the camp curriculum. A YMCA camp can make an impression that lasts a lifetime! Whether you are new to the YMCA Summer or a seasoned Y Camper, we are pleased to welcome you to the 2021 camp program.

This parent handbook is designed to prepare and assist you with sending your child to summer camp. It contains helpful information that will make camp a meaningful experience for your child as well as a valuable service to you. 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 jenna.kingsley@scymca.org or the Youth and Family Director at carolyne.anderson@scymca.org.

Important Facts

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/scholarships/

Safety and Qualified Staff are a priority.

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

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 Camp Program

The YMCA 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 our fun camp environment. Well-trained camp staff lead the campers in challenging activities that act as a catalyst for growth in your child.

All YMCA camps are designed to meet the following goals. 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

New registration process for 2021- Most forms this year will be completed in an online system called CampSpace.

To register for camp, you must register at the front desk.

After you register, you will receive an email from CampSpace within 24-48 hours. Follow the instructions included in the email to create your account and complete the camp waivers/ forms.

Payment Options

- \$30 per week per child is a non-refundable deposit and is due at the time of registration.
- Regularly attending families will be set up in an auto-pay program for the summer.
 - Draws will happen on the Friday before each week of camp that you are registered for.
- Anyone who prefers to prepay for camp (and thereby opt out of the auto-pay program) will have to pay in full at the time of registration.

No child will be accepted into camp unless their current balance has been paid in full by the start date of week.

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 camp week cancellations and/or refund requests must be done through email or phone call. Please email carolyne.anderson@scymca.org or call 320-253-2664. Refunds/credits will be issued as follows:

- A full refund (less the non-refundable amount) 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 25% processing charge in addition to the non-refundable \$30.

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.

Basic Program Information

Camp Hours

- Camp hours are from **7:30 a.m. to 6:00 p.m.** Monday through Friday. *Dropping off campers prior to camp hours is grounds for termination.*
- Extended Hours: Early Drop off is available each day at 7:00 a.m. for an extra \$10/week charge. Please register for early drop off at the time of registration.
 - Campers signed up for early drop will be offered a bowl of cereal and a juice.
- Camp programming hours are from 8:30 a.m. to 5:00 p.m. See Drop Off/Pick Up section below for more information.

****On field trip days all campers need to arrive no later than 8:30 a.m.****

Drop Off/Pick Up Procedure

- Drop Off
 - Drop off will be at the Y's East Doors – closest to Whitney Senior Center (the right end of the building if you are looking at the front door) from 7:30 a.m. - 8:30 am (7:00 am is for early drop off).
 - When you arrive, everyone accompanying the camper will have their temperature taken to be sure it is below 100.4 degrees and go through the health screening questions.
 - The desk staff will go through a checklist with your camper to be sure they have all the necessary things for the day.
 - Camper says goodbye to parents and go to gym to put belongings down (parents not allowed past check in desk.)
 - *If you are dropping off after 8:30 a.m. you will need to go to the front desk to have your temperature taken and go through the health screening questions. Please inform the desk staff you are there for camp and **wait at the front desk** for a Camp staff to come and walk your camper to their group.*
- Pick Up
 - Pick up will be at the Y's East Doors – closest to Whitney Senior Center (the right end of the building if you are looking at the front door) from 3:00 p.m. - 6:00 p.m.
 - Parents come in and show check out desk staff their picture ID and sign your camper out on our iPad.
 - Check out staff will then go through any incident/behavior, reminder, and/or general information with parent.
 - Staff will go and collect campers (parents not allowed in the gym) and bring them to you at the desk.
 - If you are picking up before 3, please inform Jenna, our Camp Coordinator, so we can make sure we have staff prepared to come to the front for the checkout process.
 - When you arrive, go to the front desk, and inform them you are there for camp. The front desk staff will inform camp and your camper will be brought to you.

Authorized Adults Dropping Off/ Picking Up your Child

- A parent/ authorized adult must sign children in with camp staff when they arrive and leave 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. This ID must include the full first and last name. 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 an authorized 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.
- 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 Policy

We close promptly at 6:00 p.m.

For all children not picked up by the end of the program the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5 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 by 9 a.m. 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 it the best interest and/or safety of the camper, other campers, parents, or staff. If a child's camp enrollment termination is deemed necessary, parents will be informed of reasons for termination of services.

Nut Free Facility

The St. Cloud Area Family YMCA Summer Camp is a **NUT FREE ZONE**. This includes peanuts and tree nuts. We ask that you do not provide lunch or snacks that contains (or may 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, without a nutrition label listing allergens, and homemade/baked items. If we cannot tell what ingredients were used to make a food item your child will not be able to have it at camp.

If your camper is bringing a food item (ex. fruit snack or bag of chips) that was packaged in a in large package/boxes we encourage you to email a picture of the food label including the allergen section from the original container to Jenna, our Camp Coordinator, at jenna.kinglsey@scymca.org.

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.

Camp T-Shirt policy

- All campers will receive one free camp t-shirt with registration and will get the shirt on their first week of camp.
- Campers are required to wear their camp t-shirt on all field trips.
- **If a camper arrives for a trip without their shirt (or they lose the shirt) they will be given a new one and a \$10.00 charge will be added to their Y account.**
- If you would like to purchase extra shirts please contact Jenna, our camp coordinator. Extra shirts are subject to availability.

Program Content

Group Break Down

This year we will have two groups, 5 years old – 8 years old and the 9-years old – 13-years old. Each group will be broken into pods each week. The pod sizes will be based off the CDC and Minnesota Department of Health's (MDH) up to date recommendations.

Typical Camp Day

Camp schedules will vary per group and day to day. Daily activities will include park time, arts & crafts, gym games, reading time, and STEM projects. Occasionally we will watch movies or educational videos, have visiting speakers, outdoor water activities, and other exciting extra activities. If you would like specific information about your campers' schedule for any certain day please email Jenna, our Camp Coordinator.

Lunch Program

***Program has yet to be confirmed for 2021 summer. Finalization (and any changes) of this program will be sent out in our camp newsletter. ***

- We offer a FREE lunch for all campers from Catholic Charities at Whitney Senior Center.
- We will send out menus each month.
- If you decide to not participate in the free lunch program, you will be required to bring a peanut and tree nut-free lunch.
- If you are packing a lunch for your camper, **candy/ pop is NOT ALLOWED**. Sports drinks, juices, powder-drink packets, & Sparkling waters are allowed only during lunch.
- If your camper forgets their lunch, they will be provided a lunch from our Lunch Program.
- Staff needs to know whether you are participating in the lunch program by 9 a.m. each day.

Field Trip Information

- A signed permission slip is required to attend all field trips. This waiver can be found on CampSpace.
- 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 (varies per trip) on weeks with a bused field trip. If you do not wish to participate in the field trips you are unable to attend camp that day. If you are signed up for camp, you are automatically signed up for the trip. A list of these trips will be provided in advance.
- Trips will be taken as a whole camp; during these trips, campers may be broken into their pods depending on the trip.
- Fields trips will be on Thursdays.
- 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 additional field trips. Children, along with staff, will take the Metro Bus to various locations throughout the St. Cloud community. 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. Campers who are not following the YMCA behavior policies may not be able to attend these field trips. Further details on registration and pricing will be sent in the parent newsletter.

- Participants must register for the field trip a week in advance.
- Field trips may require a fee to participate.
 - If the trip cost a fee, the amount will be pulled from your account the same time as your weekly dues.
- 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, and a water bottle.
 - Campers without the required items may not be allowed to attend the trip.

Swimming

- Campers will be swimming once a week in their pod (*depending on COVID-19 restrictions/ regulations*). The day your campers' group/pod will swim will be determined the first week of camp. This will be based on the numbers and CDC/MDH safety recommendations/regulations and may need to be reevaluated throughout the summer as those recommendations/regulations change. More detailed information, and any updates, will be communicated through the weekly parent newsletter email sent out.
- All campers will be put through a swimming test on their first day for access into the deep end of the pools. Each week, at a designated time, campers can try to retest to get a different color band.

- Band colors:
 - Red- Campers need a life jacket.
 - Orange- Campers can swim 1/2 the length of the lap pool without touching/stopping or swimming on their back, then tread water for 10 seconds
 - Green- Campers can swim the entire length of the lap pool without touching/stopping or swimming on their back, then tread water for 15 seconds.
- 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.
- Swimsuits must be appropriate. No speedos or two pieces (unless it is a tankini).

Rockwall

- Campers will be rock-climbing a few times per week in their pod (*depending on COVID-19 restrictions/restrictions*). The days your campers' group/pod will climb will be determined in the first week of camp. This will be based on the numbers and CDC/MDH safety recommendations/regulations and may need to be reevaluated throughout the summer as those recommendations/regulations change. More detailed information, and any updates, will be communicated through the weekly parent newsletter email sent out.
- Each camper must be 5 years or older to climb. Rockwall waivers MUST be filled out prior to climbing.

Extra Y Programming

- Campers can take swimming lessons, Tae Kwon Do, or Youth Sports to improve their skills. While there is a separate fee for these services, camp staff will escort your child to/from their lessons.
 - Please note your child must be signed out by 6:00 p.m.
 - If you make arrangements with the coach for your campers' program, they can be allowed to sign your camper out. If this is the case, a signed form will be required to be given to the Camp Coordinator or Director in advance.

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 full-time teachers, enrolled in teaching credential programs, or are college students. 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 screened and trained. All camp staff have basic first aid and CPR/AED certifications. YMCA Staff model the YMCA values of caring, honesty, respect, and responsibility. Most importantly, our staff are people who love working with kids.

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

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.

Staff to Camper Ratios

We operate with the current ratios recommended/required by the CDC & MDH. These ratios may be changed throughout the summer as regulations/recommendations change. Ratios will never exceed a 1:15 staff to child ratio.

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 your child may have. We will work to provide reasonable accommodations upon request.

Inclusion information for children with special needs must be provided at the time of registration and given directly to the Camp Coordinator or Youth and Family Director before the first day of camp.

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

We will not be able to provide one-on-one care for any camper.

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

Once a week, you will receive important information regarding schedules, field trips, special events, etc. via email. This email will go to the one provided during registration. Please read all information in our newsletter carefully and save it for future reference.

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 may include change of address, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These situations 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.

Medical/ Emergency Information

Essential Forms

Each camper is required to have a completed:

- Camp Registration Form
- Current Immunization Record
- Medication/ Inhaler/ Epi-Pen Consent Form as needed
- Inclusion Form- as needed

These forms must be completed on CampSpace 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/Email Addresses

Please inform the YMCA in writing of all changes to address, phone numbers, and email addresses. 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 as to who the best person is to contact in a case of an emergency; this allows us to quickly contact others on your emergency contact list if necessary.

Bugs & Bees

A few simple precautions can be taken to reduce the possibility of both bug bites and stings. 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 an unscented sun block of at least SPF 15.

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 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.
- The incident will be documented in writing on a YMCA incident report. Parents will be required to sign this report at the end of the day.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form as well as camp 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 camp staff 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 with him/her until you or your emergency contact person arrives.
- The incident will be documented in writing on a 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 cover the cost of medical treatment. It is imperative that you indicate on your child's health history/registration form what type of health insurance you carry.

Weather Policies

- Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions.
 - In moderate weather we recommend campers bring a light sweatshirt for outdoors.
 - During periods of extreme heat
 - Indoor facilities will be utilized by programming more crafts and low-activity events or activities.
 - If the heat index reaches 100.F the camp staff will scale down the physical camp activities. Campers will not be able to be outside for more than 15-20 minutes at a time. 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 adult arrives.
- If you are keeping your child home due to illness, please contact the camp by 9:00 a.m. and let the staff know of your child's absence.
- When your child has a fever (100.4) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and/or symptoms return to normal.
- Notify the Camp Coordinator if your child contracts a communicable disease.

Covid-19 Specific Policies

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

St. Cloud YMCA has put in place preventative measures to reduce the spread of COVID-19; however, the YMCA cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the YMCA could increase your risk and your child(ren)'s risk of contracting COVID-19.

- If you have been exposed, we ask that you notify Jenna, our Camp Coordinator, **and** Carolyne, our Youth & Family Director, as soon as possible.
- We will take all necessary precautions and work with you and your camper through the process.

Hygiene & PPE Policies

- Campers and staff will be divided into pods based off CDC/MDH regulations. See ratio policies above. We will consistently keep the same kids with the same counselors in the same areas as much as possible.
- All Summer Camp participants will be required to wear masks and follow social distancing rules. Mask will not be worn when outdoors unless social distancing cannot be maintained. During these times social distancing rules will continue to be strictly enforced. Please make sure your camper has a clean mask every day.
- Masks must be Latex-free.
- Handwashing will be required before and after each activity. Campers may bring hand sanitizer but will still need to participate in handwashing with their pods.

- Learning stations, shared materials, & restrooms will be sanitized often and regularly.

Medication Policy

Our medication policy is 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.

If your child requires medication:

- Complete the medication authorization form on CampSpace.
- 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 backpack. This safety precaution is necessary to avoid misuse and "inappropriate 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 the camp Leads, Coordinator, or the Youth and Family Director.
- 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/ tree nut products and other things in our camps. We try our best to accommodate these campers without inconveniencing other campers. If you are 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 YMCA Summer Camp. The following procedures MUST be followed in accordance with YMCA policies.

- Keep all 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.
- We recommend a waterproof, long-wearing formula for best protection and spray for convience.

Preparing for Camp: Frequently Asked Questions

What information will I get before camp?

Besides this handbook, parents may reach out to the Camp Coordinator or Youth & Family Director for any questions or concerns.

We will provide email updates about the summer camp program and special events. We will send out a camp newsletter via email once a week during the summer. The email provided during CampSpace registration will be the email used for our newsletter; please be sure that this account is regularly checked.

What should my camper bring to camp?

- Athletic shoes (no open toed/ open backed/ heeled shoes or boots allowed.)
- Mask/Buff
- Weather-appropriate clothing (hats are encouraged)
- A nutritious peanut/tree nut-free sack lunch. No sharing food. *Campers do NOT have access to facilities to reheat or refrigerate food. Campers do not have access to utensils to eat food.* The YMCA provides a morning and afternoon snack daily. Campers may bring an additional healthy snack with them, but they must eat it at the same time of regular snack times.
 - Parents/Guardians may email food labels to Jenna at any time.
- Sweater/ sweatshirt
- Waterproof sunscreen or sun block and bug spray. YMCA staff will remind campers to apply sunscreen on a scheduled basis.
- Backpack/Bag
- Swimsuit and towel (On swim days)
- Life Jacket (if needed)
- Book
- Blanket (optional for reading/rest time – may be used outdoors)

LABEL ALL items with camper’s full name.

Should I pack a water bottle for my child?

Yes. At this time all drinking fountains in the building are shutdown, however bottle fillers will be operating. Camp will not be providing cups or other items to fill at the drinking fountain. Though our staff make regular trips to the restrooms and filling stations, parents/guardians are ultimately responsible for sending their child with plenty of fluids for the day. Water is the only liquid allowed, except for lunch time. Soda is never allowed at camp.

What can’t my campers bring to camp?

| | |
|--|---------------------------|
| Cell Phone/ Smart devices | Weapons |
| Money | Alcohol and Drugs |
| Toys and card games (Pokémon, Magic cards) | Personal sports equipment |
| Expensive jewelry/ watches/ smart watches | Animals |

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.

Please consider bringing your own padlock for the lockers. You can use a locker for the day for free if you remove your items at the end of the day. Otherwise, if you would like to leave items overnight, you can rent a locker for the year. Please see the front.

What should my campers wear to camp?

Children should wear clothing suitable for an active day at camp. Please be aware of the expected weather conditions for each day and have your camper dress appropriately. Appropriate items would include shorts/comfortable pants, t-shirts/long sleeve shirts, 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 is engaging in a fun activity.

Camp will have dress up days throughout the summer coordinating with the weekly theme. A list of these days will be provided in the camp newsletter. Attire must still follow camp guidelines. Costume specific shoes can be worn, but campers must bring an appropriate pair of shoes as well.

Does camp provide towels for campers?

No. Campers are responsible for providing their own towels throughout the summer. If they do not have one, they will not be allowed to participate in swimming or water related activities. Currently the YMCA is unable to run its towel rental service to members, so this feature is unavailable as well.

What shouldn't my child wear?

Baggy pants, short shorts, crop tops, see-through clothing, sandals, heeled shoes, and flipflops 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.

Lost and Found

We know that sometimes things 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 Camp Desk for one full week and then donated to charity on Friday.** 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 adult. 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 year 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, campers should remain in their camps unless given permission to leave.
- Campers should not be alone at any time while in camp.
- No cell phone, smart watches or other electronics are allowed. If you have one, please give it to a counselor.
- Do not climb trees.
- Nature stays in nature: do not pick leaves, grass, and do not harm plants or animals.
- Do not pick up or 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/yelling/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 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 prohibits:**

- 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

Campers are entitled to a pleasant and safe environment while participating in the Summer 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 a program if he or she is unable or unwilling to adjust to our schedule and program.

At the beginning of camp, all camp expectations and guidelines will be 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 person 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. Always use positive language. Speak for yourself, not anyone else. Encourage others by avoiding put downs. Show respect. Every person is important. Always keep your hands and feet to yourself. You are not allowed to touch another camper/staff member in a negative way.
- **Building a community:** Every child is part of the Y summer camp. Each child is 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. 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 the Y 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, social media, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and can 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 takes 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 staff 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 eliminate bullying, we can help ensure that all campers and staff have a great day 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, stealing, 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 gone over with the camper, then be given to the Camp Coordinator. The Coordinator will have the discretion of speaking to the camper and/or parents/ guardians depending on the action.

- All incident reports are required to be signed by the staff who completed the report, the camper involved, and the parent/guardian.
- If a child's behavior at any time threatens the immediate safety of themselves, 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 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 will result in loss of all program fees and exclude the camper from all other day camp sessions.

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

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

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

Zero Tolerance Policy

YMCA Summer Camp has a zero-tolerance policy for serious behavior infractions. 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.

The following serious behaviors may result in immediate camper suspension. If a child is removed from camp no refunds will be given.

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