

ST. CLOUD AREA FAMILY YMCA

YMCA Summer Adventure Camp

2022 Parent Packet

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WELCOME PARENTS

Welcome to the St. Cloud Area Family YMCA Summer Adventure Camp. We are glad that you have chosen to spend some memorable moments with us over the next 3 months. We look forward to providing an exciting summer, filled with tremendous experiences that only the YMCA Adventure 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 2022 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.

Important YMCA 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	Appreciate Diversity
Learn Values	Become Better Leaders and Supporters
Improve Social Relationships	Have Fun!

Camp Registration/ Payment Information

Registration Policies & Procedures

To register for camp, you must initially register at the YMCA's front desk. At this time, you will need parents/guardians contact information, 2 emergency contacts contact information (cannot be the prior listed parents/guardians), down deposit payments for each week & child. At this time, you will also sign up for the Parent Meeting you will attend.

From this point, the registration process for 2022 will utilize the CampSpace system. This is an online system where most forms will be completed. After you register with the desk, 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 jenna.kingsley@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.
- Cancellations less than one week in advance will be charged a 50% processing charge in addition to the non-refundable \$30.
- Cancellations less than three days in advance will not be refunded.

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. (immediate removal from camp)*
- 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. unless specified otherwise****

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 (side) of the building if you are looking at the front door) from 7:30 a.m. - 8:30 a.m.
 - Early Drop-Off will be at 7:00 a.m., if you are registered for this you will be contacted on when and how to drop your camper off.
 - If you drop off prior to 7:30 a.m. you will be charged for Early Drop-Off.
 - When you arrive 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 goes 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 and inform them, you are dropping off for Summer Camp. **You must wait at the front desk** for Camp staff to come and bring your camper to their group.*
- Utilizing You Membership
 - When dropping off during Camp desk hours, if you wish to come into the Y and utilize your membership, you will still come through the Camp door. Once you have signed in, you will be able to use the gym.
 - After your workout if the Camp desk is closed, you will need to exit through the front doors.
 - If you are coming outside camp hours to drop off, you will need to wait with your camper at the door until a Camp staff member is able to come to meet you. **Do not go looking for your campers' group in the Y.**
- 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 enter, show check out desk staff their picture ID and sign your camper out on our iPad.
 - Check out desk staff will then go through any incident/behavior, reminder, and/or general information with parent.
 - Staff will collect campers (**parents not allowed past the desk**) 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.
 - At this time, 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.
 - Chronic late pick-up is grounds for dismissal from the camp program.

Authorized Adults Dropping Off/ Picking Up your Child

- A parent/authorized adult must sign children in, during programming hours, with camp staff when they arrive. A parent/authorized adult must sign children out when they depart daily. If not signed in, the YMCA cannot be held responsible for the child.
 - 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(s) 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 and give it to the Desk Staff or the Camp Coordinator. Those picking up children should be prepared to show identification to the camp staff member.
 - If there is a last minute change, please call the Camp Coordinator at the YMCA.
- Photo ID is **REQUIRED** at the time of pick up every time. 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.
- If you have a camper in one of the YMCA's extra programs and you would like their coach to sign them out at the end of day, please reach out to Jenna, our Camp Coordinator, to fill out the correct forms.

** 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. each day. **If you are running late, please notify the Camp and attempt to make alternate pick-up arrangements.**

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 a child is not picked up by 7 p.m. 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/Guardian.	Call a taxi.
Call another person on the Emergency Contact List.	

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 contain (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 allergen, 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 large package/box 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. These labels will last one week and then will need to be sent again.

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.

Water Bottle Policy

All campers are required to have a water bottle while at camp to stay hydrated and be safe. We are outside of the building much of the day and the water fountains are always not accessible to us. Campers who come to camp without their water bottle will be given a disposable water bottle and a \$1.00 charge will be added to the account.

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.

Towel Policy

If a camper arrives on their group's swim day without their towel, they will be given a YMCA rental towel and a \$4 charge will be added to their account. Campers may enroll in towel service at the front desk for \$7 per month. If you do enroll in towel service please send an email to Jenna, our Camp Coordinator, stating you did so.

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 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.

Staff Contact

The best way to get information about your camper to the staff is to share it with the Camp Coordinator. This can be done through email, jenna.kingsley@scymca.org, or through phone call, (320) 253-2664. You may also relay information to the camp desk staff in the morning or at night. It is recommended that you also email said information to the Coordinator.

Weekly Parent Newsletter

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

Asking Staff to Babysit/Nanny

YMCA Summer Adventure Camp staff are not allowed to have contact with parents or campers outside of the camp program. Please do not ask our staff to provide any form of care for your child(ren) outside of the program. If you previously know a staff, or they care for your child(ren) outside of the program currently or previously, they must submit documentation stating so.

Program Content

Group Break Down

This year we will have two groups, 5 years old – 6 years old, 7 years old - 8 years old and 9 years old – 10 years old, and 11 years old - 13-years old. Groups may be broken down further during times of the day depending on activities, schedules, and camper behaviors.

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. Parents can be informed about any “extra” activity information in the weekly Parent Newsletter. If you would like specific information about your campers' schedule for any certain day please email Jenna, our Camp Coordinator.

Lunch

***Whitney Lunch Program has yet to be confirmed for 2022 summer. Finalization (and any changes) of this program will be sent out in our camp newsletter. ***

Campers may choose to either bring their own lunch from home or participate in our FREE lunch program provided by Catholic Charities through the Whitney Senior Center. If your camper forgets their lunch, they will be provided with a lunch from our Lunch Program. We will regularly eat away from the building, so please keep this in mind!

- Utilizing the Free Lunch Program:
 - The free lunch program will provide campers with one serving of fruit, one serving of vegetables, one serving of carbohydrates, one serving of protein, and one serving of dairy.
 - There will not be substitutions
 - Second servings will not be available.
 - If Campers would like they may bring other food items that follow the Camp requirements to supplement the Whitney Lunches.
 - When you arrive for the day, you need to let the staff checking you in know you will be needing a lunch today.
 - We must know if you camper(s) is participating in the program by 8:30 a.m.
 - If your child has a food allergy and wishes to participate in the program you will need to fill out the proper documentation and have it signed by their physician.
 - Please reach out to Jenna, our Camp Coordinator, to get this.
- Packing your own lunch:
 - If you decide to not participate in the free lunch program there are a few requirements you campers' lunch will need to follow: you will be required to bring a peanut and tree nut-free lunch, items from the list below cannot be included, items cannot require heating
 - Campers will **NOT** have access to have access to facilities to reheat or refrigerate food.
 - Campers do **NOT** have access to utensils to eat food.
 - Items not allowed in your campers' lunch are as follows:
 - Peanut/tree nut items.
 - Home baked goods.
 - Candy of any kind.
 - Soda of any kind.
 - Items without an allergen label listed.
 - If you wish you may email the allergen labels for your camper's food to the Camp Coordinator. Please have the food label emailed at least 12 hours in advance to be sure that your camper will be allowed to eat that item.
 - All food labels will last only for the week. Labels will need to be re-sent at the beginning of each week.

- We highly recommend labeling any items packed for snack as such, so campers don't eat their lunch for snack time!!

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 either as a whole camp, or in specific age groups.
 - During these trips, campers may be broken down into smaller groups depending on the trip.
 - 5-8 age group trips will be on Tuesdays, 9-13 age group trips will be on Wednesdays, all camp fields trips will be on Thursdays.
- Campers are **required** to wear their camp shirts on all field trips. ** See T-shirt policy above on page 6. **
- Some field trip locations this year may require proof of vaccination or a negative PCR test for Covid-19 within 72 hours. All trip locations with this requirement will be marked as such prior to camp registration.
 - If you camper(s) is vaccinated against Covid-19, please provide the vaccination card with your child's immunization records at the time of registration.
 - If your camper(s) is not vaccinated, to attend these trips you will need to schedule and provide a negative PCR test for Covid-19 on the morning of the trip. If you do not provide said test, your camper will not be allowed to attend camp that day.
 - The YMCA will not cover any fees related to testing needs.
 - If the polices for these locations change, parents will be notified in the weekly Parent Newsletter

11-13 ADDITIONAL FIELD TRIPS

***Program has yet to be confirmed for 2022 summer as the Metro Bus may not be running its children ride free program. Finalization (and any changes) of this program will be sent out in our camp newsletter. ***

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 for their children in advance to attend these trips. Sign Up's will be available at the check in/out desk. 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 twice a week in their group. The day your campers' group will swim will be determined the first week of camp. Swim days are based on pool safety/regulation numbers, and group and staff availability. Detailed information, and any updates/changes to the swim schedule, 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. Once a week, at a designated time, campers can try to retest to get a different color band.
 - The swim test will be administered by the Aquatics Director or an Aquatics Coordinator.
- 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 (and are highly recommended to bring) 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** and have appropriate coverage. Speedos and revealing suits will not be allowed.

Rockwall

Campers will be rock-climbing a few times per week in their group. The days your campers' group/pod will climb will be determined in the first week of camp. This will be based on wall and staff availability. More detailed information, and any updates/changes to the wall schedule, will be communicated through the weekly parent newsletter email.

- Each camper must be 5 years or older to climb.
- Rockwall waivers **MUST** be filled out prior to climbing.

Reading Program

Each day your camper will be given the opportunity to participate in a quiet time. This time will vary from 30 minutes to an hour depending on the age group and line up of activities for the group's day. Campers will be given two options for this quiet time: to read or to rest quietly. Campers who cannot behave during the quiet time will be warned and if further issues arise the Discipline Policy will be followed. ** See page xx. **

- Campers may bring their own age-appropriate book.
- Campers may bring a blanket/pillow if they would like to rest on.
 - Stuffed animals or toys from home are **NOT** allowed for this time.
 - The YMCA is not responsible for any personal property brought and lost during the day.

Extra Y Programming

Campers can and are encouraged to participate in other programming offered at the Y to improve their skills. Available programs include Y Swimming Lessons, Gator Swim Team, Tae Kwon Do, Build A Better Athlete or any of our Youth Sports. 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.

Sign up for these programs can be done at the YMCA front desk: however, it is recommended that you reach out to the Camp Coordinator prior to registration of these programs to see what times will work best for the campers' schedules.

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. If you would like to know more about the staff in your campers' group, you can check out the "Get to know our Staff" page on our camp website! ** Site is updated by the start of the summer. **

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 Adventure Camp program, the important aspects to sun protection, hydration, and overall care for children in summertime, the correct way to do child counts, the check-in and out processes, 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 (Minnesota Department of Health). 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 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.

Medical/ Emergency Information

Essential Forms

Each camper is required to have a completed:

- Camp Registration Form
- Current Immunization Record (including whether the child is vaccinated against Covid-19 or not.)
- Medication/ Inhaler/ Epi-Pen Consent Form as needed
- Inclusion Form.
 - If your child has an IEP or education plan with their school, it is extremely helpful to provide this with your registration information.

All these forms must be completed on CampSpace [PlayerSpace] 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 on your registration form; 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 sunblock.

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.
 - These reports are not allowed to be taken home and must remain at the YMCA.

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 and will require your signature.
- Camp Coordinator will follow up with parents and child.

Emergency information is particularly 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, or be sure they dress themselves, 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.
- During periods of rain or storm
 - In the case of intense rain or severe storms are forecasted campers' daily schedules will be adjusted to keep their groups close to the YMCA's building or indoors.

Health & Illness

Keeping each camper safe and healthy is an important goal of the YMCA Summer Adventure camp. To do this we ask that if your child(ren) is showing any signs or symptoms of being sick please keep them home.

- If a child arrives ill, or showing any signs or symptoms of being ill, they will not be allowed to be checked into Camp until the illness or symptoms are gone.
- If a child becomes ill during the camp day, the parent or authorized individual will be notified immediately to pick up the child within one hour.
 - During the wait time, 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.
- If a camper is exhibiting Covid-19 symptoms, they may need to provide a negative PCR Covid test before being allowed back to Camp.
- Notify the Camp Coordinator if your child contracts a communicable disease as soon as possible.

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 spread from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing, and masking.

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 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.
- As of right now YMCA Camp Program 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 or during any type of major physical activities. 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 guardian.

If your child requires medication:

- Complete the medication authorization form on CampSpace [PlayerSpace].
- 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 Camp 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 Camp 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 Desk Staff or Camp Coordinator.
 - 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 a variety of 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 Adventure 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 **spray** formula for best protection and for convenience.

Rules and Safety

Safety is paramount to the Summer Adventure 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, trees, and do not harm plants or animals.
- Do not pick up or throw sticks or stones or other items found on the ground.
- 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.
- Respect your fellow campers, staff, and YMCA members.

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 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 Adventure 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 Summer Adventure 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 Camp 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 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 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 physical assault such as hitting, kicking, biting.
- Gang-related activity
- Possession of weapons, tobacco, alcohol, or illegal drugs