



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

GROW WITH US

**2020 SUMMER CAMP
KEENE FAMILY YMCA
Parent Handbook**



General Camp Information

Letter to our Families

Welcome to Keene Family YMCA Summer Camp! At the Y we focus on youth development, healthy living and social responsibility and these core areas are at the heart of our camps. We strive to provide your child with a summer of growth, education, adventure, friendship and fun in a safe and inviting environment. We are so glad you have chosen to come GROW WITH US this summer!

The health and safety of your camper and our staff are our highest priority. We have taken many precautionary steps to pave the way for a safe and healthy camp experience in the midst of the current Coronavirus pandemic. As you read through this handbook, you will receive a better understanding of how our camp programs operate. It lays out health and safety guidelines, prepares you for what to bring, and will give you a leg up on that first day drop-off. Our hope is that it will help prepare you and your child for a safe and fun camp experience. However, if you have further questions or concerns please feel free to contact us. We are very excited about this summer and we look forward to introducing your child to new friends and memories.

About the Staff

All YMCA staff are trained in child abuse prevention along with attending trainings that focus on safety, behavior guidance techniques, how to provide positive encouragement and how to act as a YMCA role model. All Y camp staff are fingerprinted and have passed a complete background check. They are required to meet the Department of Health and Human Services State School Age Guidelines to work in our camps. We want you to feel confident that we hire only the most qualified staff to care for your child at our camps.

Child Care Licensing

Note to Parents or Guardians: The licensing authority for this program is the Bureau of Licensing and Certification, Child Care Licensing Unit. Child Care programs are required to post a copy of the statement of findings and corrective action plan for the most recent visit in a location which is accessible to parents, and must maintain copies of the statement of findings for preceding visits and make them available for parents to review upon request. Statements of findings and corrective action plans are also available on-line at <https://childcareserach.dhhs.nh.gov> or by calling the unit at 1-800-852-3345, ext. 3345 or 603-271-4624.

During licensing's, monitoring and complaint investigation visits to licensed programs the department shall speak with children regarding the care they receive at the program, if in judgment of the licensing coordinator the children's response would be valuable in determining compliance with licensing rules. Licensing staff are experienced in working with children and trained to interview in a manner that is respectful and non-leading. However, if you do not want your child interviewed, or if you wish to be informed prior to your child interviewed you must give your child care director a signed dated statement indicating your preference annually. For more information about Child Care Licensing please visit their website at: www.dhhs.state.nh.us/oos/cclu/index.htm

Child abuse reporting procedures

In the event that there is an accusation of child abuse, the YMCA will take prompt and immediate action. The YMCA will make a report in accordance with relevant state or local child abuse reporting requirements, and will cooperate to the extent of the law with any legal authority involved.

First Aid

In the event of an injury or illness a staff member will administer basic first aid. The parent will be notified by phone if further treatment is needed. It is URGENT and your responsibility to update your child's registration form if any information changes (telephone numbers, allergies, etc.). We must be able to contact you at any time of the day in case of emergencies so if you are away from your normal phones, please leave numbers for that day's destination with staff on the previous day or call the Director and leave a message. When an injury occurs at camp, the staff will complete an accident report to have the parent sign at the end of the day.

***Illness Policy**

In response to the recent pandemic we are ramping up our illness policy for both campers and staff. Campers and staff will be screened upon arrival to camp by the Camp Director or Lead Staff as assigned. Daily health screening will include a questionnaire about contact and travel as well as a temperature check with a touch free thermometer. If your child becomes ill during the hours he/she is in our camps, you will be notified of your camper's conditions and given the opportunity to pick him/her up early. Campers will be sent home for fevers above 100.4 degrees, vomiting, diarrhea, or is not able to keep up to the pace of the day due to other symptoms not listed. Parents will be expected to pick up the child within 30 minutes of the call. If you cannot be reached by phone, the emergency contacts will be called to pick up your child. If sent home from camp your child may not return to camp until: he/she is fever free without the use of medication for 72 hours along with significant improvement of symptoms (coughing, sneezing, etc.), or a doctor's note stating that the child is "no longer contagious." If your child is sick prior to arriving to camp please keep them home and communicate this with the camp staff.

If a confirmed case of COVID-19 has been exposed to our campus we will respond according to our communicable disease plan and communicate to families immediately.

***Inclement Weather Policy**

Most of our Y's camp options are outdoor based programs and all our camp options spend time outdoors. To ensure every child can fully participate in all outdoor and indoor activities, campers must bring suitable clothing for all types of weather. This includes sunscreen, hat, sneakers, rain gear and water bottle. Be prepared to be outside regardless of weather. Campers will be expected to play in the rain and safely in the heat. Accommodations will be made for severe weather.

Three Camp Wakonda groups will be directly effected by the day to day weather patterns.

Due to the lack of indoor spaces, these groups will either be dismissed early or cancelled for the day when there is severe weather that impacts a majority of the camp day.

These groups are: Flamingos, Owls & Eagles **Please ensure that you know which group your camper resides in and have a back-up plan if camp needs to be cancelled.*

You will be contacted by the Camp Director or other designated camp staff in advance with this notification.

What calls for early dismissal and a camp closure?

Early Dismissal will be called if predicted weather patterns show significant impact on the remainder of the camp day. Parents will be notified via telephone and expected to pick up their child within the dismissal time frame given.

Camp will be cancelled if predicted weather patterns show significant impact on the camp day. This communication will be announced as early as the night before camp and no later than 6:00am the morning of camp. We will communicate camp closures via our website as well as a personal phone call from Leadership staff.

**Please note that phone calls coming in from Leadership staff will be "unidentified" numbers.*

Swimming / Water Activities

Campers should be prepared to participate in water activities everyday. Please bring a labeled towel, bathing suit and water shoes.

Due to the current situation around COVID-19, our pool may not be open during the first or second phases of our reopening; therefore, campers will be provided with other water-based play opportunities such as sprinklers, spray bottles, slip-n-slides and water-balloons. If/when the pool does become available we will notify families accordingly.

The Y has a youth swim policy in place to keep members and campers safe. Campers will be swim tested. Those not passing a swim test will be required to wear a life vest in the pool. Reminder if your child has earned a GREEN NECKLACE, they must be brought to camp each day. Necklaces can be purchased at the welcome center for \$5.00

Tick and Head Lice Policy

Children found with head lice (nits/eggs or bugs) will be required to leave the program and to be treated before returning to camp. If a tick is found, parents will be notified as camp staff can not remove the tick. Staff holds the right to check campers for ticks and/or head lice.

Camp Locations, Drop-Off & Pick-Up:

Wakonda Camp Hours are 8:00 am—5:00pm

Gymnastics Camp Hours are 9:00am—4:00pm

Camp Check-in & Check-out:

Upon arrival to camp please proceed to the specified location of your child's camp and report to the sign in table. All campers must be accompanied into and out of camp each day by an adult and signed in and out with a YMCA camp staff member. ONLY ONE parent may escort their camper to the designated camp location for check-in. We ask that parents please wear a face mask when dropping their child off at camp and remain in compliance with social distancing by standing on the Y markers painted on the pavement.

Health screenings will be facilitated upon arrival by the Camp Director or other appointed staff. Health screenings will include:

- Questionnaire (which is also included in this handbook for your review prior to camp)
- Temperature check (cannot admit campers with bodily temperatures over 100.4°F)
- Visual scan of symptoms such as runny nose, cough, ocular discharge
- Verbal questions for the campers in regards to physical ailments such as head, belly, ear ache, joint pain, etc.

Arriving Late to Camp:

If your camper is arriving late, you will need to call either the main YMCA telephone number or the Wakonda Camp Phone and inform them of your arrival. Staff will then meet you and your camper at the designated location listed below for check-in procedures.

When picking your child up from camp, we will implement the same procedures as we do in the morning during your camper's specified pick-up time below. Only those individuals specified on the registration form under authorization of release, are able to pick up your child from camp. If counselors are unsure of whom the individual is, they will ask for a **photo ID**. We appreciate your understanding; this is done for the security of your child. Please remind those you choose to pick-up your child to bring their ID with them.

- Campers are not to be dropped off before 8:00am or remain after 5:00PM.
- Gymnastics campers are not to be dropped off before 9:00am or remain after 4:00pm
- Individuals signing a camper in and out must be over the age of 16.
- At the end of the week, parents must verify their camper's attendance by signing their full name.

Camp	Group	Location	Arrival Time	Departure Time
Wakonda	Swans & Sparrows	Main YMCA rear of building by playground	8:00-8:30am	4:00-4:30pm
	Flamingos, Owls & Eagles	Main YMCA rear of building by playground	8:30-9:00am	4:30-5:00pm
Gymnastics		Main YMCA door near childcare	8:00-9:00am	4:00-5:00pm

Keene Family YMCA Telephone Number: 603-352-6002

Wakonda Camp Phone Number: 603-499-5957

Being Prepared for Camp

Being properly dressed and packed for a day at camp will help ensure a comfortable experience for your camper. Please send your child to camp in comfortable, "play" clothing. Children will be doing arts and crafts and playing sports. Clothes may get soiled. Children should not wear clothing that will restrict activity. **Gymnastics campers** must wear a leotard or shorts/workout pants with a t-shirt or shirt that can be tucked in. Please do not wear shirts that will lift when going upside down. No zippers, buttons or snaps please!
Please label EVERYTHING.

What to Bring to Camp:

- **Back Pack**– A bag that is easy to open and close, and can be traveled with easily.
- **Lunch & Snacks with Cold Pack**– Provide your child with enough food for the whole day, including lunch and both a morning and afternoon snack. Nutritious fruits, veggies and snacks will keep your child energized. Kids can often eat more than we think. Don't take the chance of your camper being hungry in the afternoon. Lunches can not be heated or refrigerated at camp so please plan accordingly. **ALL CAMPS ARE PEANUT/ TREE NUT FREE!**
- **Swim Suit & Towel**– We swim or play in water almost every day!
- **Swim Suit Bag**– Keep everything dry by providing a plastic bag for your child's swim gear.
- **Water Bottle**– Hydration is super important for campers playing hard in the summer heat.
- **Book**– As part of the Y's dedication to summer learning loss prevention we will provide campers with "quiet" time each day to read independently.
- **Sneakers**– Running and playing games is a huge part of camp. **Open-toe shoes not permitted.**
- **Rain Gear**– Having the appropriate attire for rain will help to keep your camper comfortable. Rain boots, water shoes and a poncho or rain jacket.
- **Change of Clothes**– A complete change of clothes can come in handy, especially on rainy days or when a walk in the woods ends in shorts covered in mud.
- **Cloth Mask**– You may choose to send your camper with a cloth mask to wear or keep in their back-pack in case it is needed indoors.
- **Bug Spray**– Those with a sensitivity to bug bites may prefer to bring spray.
- **Sunscreen**– Sunburn is NO FUN. Waterproof SPF 30+ is recommended. Campers will be reminded by counselors to apply sunscreen on prior to an activity outside or every few hours for our outside camps. Staff will assist as needed with application. It is helpful for parents to apply sunscreen in the morning before the camper arrives at camp.
- **Tool Box**– Parents may choose to send their camper with personal markers, colored pencils and glue sticks, etc.

Medications

Prescribed, non-prescribed, internal, and external medications can be administered to a child by staff with parent's written consent. Medications must be in original bottle and have original prescription label with the child's name and specific instructions for administering them. The Y's fax number is 603-355-8018 for doctor's to use for medicine coverage. Parents need to give medicine directly to staff along with a completed medication authorization form. Children are not to have medicine of any kind in their possession.

WHAT NOT TO BRING TO CAMP:

No electronics, money, weapons, valuables or toys.

No Soda or candy!

YMCA Camp staff reserve the right to hold onto any items that pose a problem or risk amongst the camp group until the parent of the camper arrives; the item will then be handed over to the parent and provided with an explanation of why the item was taken.

Discipline Policy

Behavior Management/Coaching Plan

The Y would like to work as a team with your family. This will enable us to provide the best environment for your child's growth and development. Our first step is being proactive in our approach towards behavior management. We take action steps before a situation occurs. We also use positive reinforcement by consistently acknowledging good behavior. The expectations listed below in bold are general goals we have for all of our programs participants.

Respect for others

Keep your hands/feet to yourself

No harming each other physically (by hitting, kicking etc.) or emotionally (bullying, name calling, excluding others)

Take care of YMCA property

Follow the Golden Rule!

Be Caring

Speak nicely to everyone

Include everyone in activities

Use kind words

Be Responsible

Clean up after yourself

Follow directions

Help a friend in need by reporting any problems to a counselor.

Be responsible for your body and actions

Be Honest

Be honest about your actions

Earn trust of peers and counselors

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

- We will give the child a natural and logical consequence to their action.
- We will discuss this with them to help them understand the connection between their action and the consequence.
- If it is necessary, the child will be removed from the group. This gives the child a chance to cool off and be able to discuss the situation with their leader in a calm and productive manner.

The Y staff is committed to providing a program in which all children can be successful. In the event that a child's negative behavior cannot be improved through discussion between leader and child, the following steps will be taken:

- Staff will inform the parent of the behavior and seek additional suggestions on how to handle the child's behavior.
- If the behavior continues, the Camp Director will be called in to mediate a phone call by the camper to his/her parents to tell them how he/she is behaving at camp. This strategy is used to help the camper claim responsibility for his/her actions.
- If the behavior persists, the parents will be asked to come to the Y and meet the staff to work out a plan to resolve the situation.
- If the behavior continues, the child maybe sent home for a day or dismissed from the program.

We are sensitive to the fact that each situation is delicate to its own circumstances. Appropriate and respectful interactions with program participants and Y staff are essential to having a successful experience. If behavior becomes unmanageable or is threatening to the wellbeing of others, the Keene Family YMCA reserves the right to dismiss any participant from the program. No refunds or credits will be given.

The Keene Family YMCA follows a NO bullying policy.

CDC & State Guidelines our Camp Programs are Implementing:

The Keene Family YMCA's summer camp programs are required to comply with all CDC and State guidelines as described in Stay-at-Home 2.0 Day Camp in order for us to operate. Please visit <https://www.covidguidance.nh.gov/> for more information.

Personal Protective Equipment

- Camp staff are required to wear a mask throughout the camp day
- Camp staff are required to wear a mask and gloves during the health screening process at drop-off and during cleaning/disinfecting procedures
- Campers are not required to wear a mask outdoors at camp, but will be required if we need to move indoors and social distancing is made impossible. Parents may choose to send their camper with their own cloth mask; otherwise a disposable one will be provided to your camper.

Heightened Illness Policy

- Both staff and campers will be required to complete health screening and have their temperature taken upon arrival to camp (staff and camper temperature may not exceed 100.4°F)
- Both staff and campers who begin to exhibit symptoms similar to COVID-19 will be sent home until recovered: resolution of fever without medication and/or wait 72 hours after symptoms are gone before returning to camp.

Increased Cleaning/Disinfecting Procedures

- Surfaces in our main facility will be cleaned/disinfected consistently throughout the day by our maintenance staff (this includes but is not limited to: door handles, stair railings, bathrooms, and other surfaces)
- Camp materials and supplies will be disinfected after every use (this includes but is not limited to: playground balls and other recreational supplies, markers, scissors and other creative supplies, etc.)

Additional Protocols

- All day camp attendees are restricted to youth who are New Hampshire residents or out of state campers that have met the 14 day quarantine requirement
- All camp staff have been recruited from and residents of New Hampshire or out of state staff who have met a 14 day quarantine requirement.
- Staggered drop-off and pick-up times implemented to decrease the amount of "traffic" at the check-in/out table.
- Handwashing will be built into the daily routine of camp
- Social distancing will be maintained within each camp group
- Staff and campers will not intermingle with other camp groups throughout the camp day
- Each camp group will be given their own recreational and creative supplies that are only used within that camp group (ex: playground balls, jump ropes, frisbees, markers, scissors, glue, etc.)
- Water fountains will not be used for drinking purposes, only to refill water bottles (each camp group will also have their own sport water jug at their home-base location)

******Questions and concerns around these guidelines should be directed towards the Camp Director or Camp Administrator******

Contact Information

Debby Ellison, Camp Register/Camp Billing

603-283-5254

dellison@keene-ymca.org

KAaron Brown, Childcare Services Director

Wakonda Camp Administrator

Office: 603-283-5253

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Ashley Engelbrecht, School-Age/Camp Director

Camp Wakonda

YMCA Office: 603-283-5241

Site cell- 603-499-5957

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Kelly Fleurette, Senior Program Director

Gymnastics Camp Administrator

Office: 603-283-5240

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Sara Johnson, Gymnastics Director

Gymnastics and Ninja Camps

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