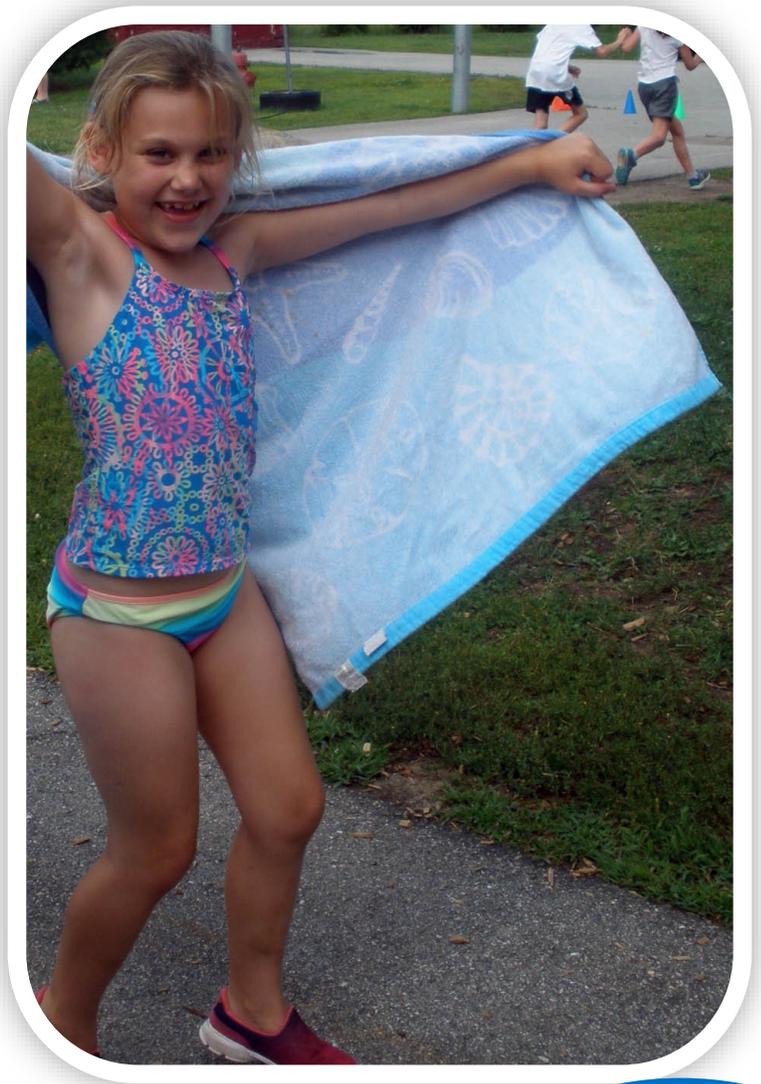


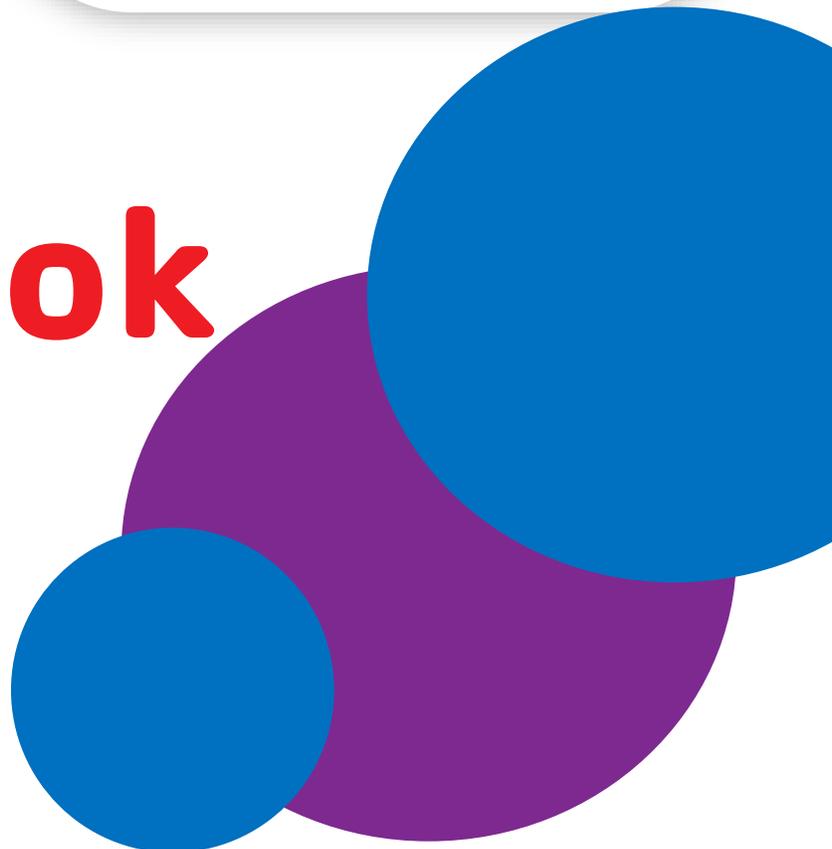


**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**



Parent Handbook

**2019 SUMMER CAMP
KEENE FAMILY YMCA**



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!

As you read through this handbook, you will receive a better understanding of how our camp options 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.

Camp Locations, Drop-Off and Pick-Up:

Most camps will be held at the Keene Family YMCA located on 200 Summit Road, Keene NH.

Camp Hours are 9:00 am—5:30 with Before Care 7:00-9:00am

Before Care

YMCA Multipurpose Room in Child Care Center

Camp Wakonda

Lobby Patio (Gym if raining)

Gymnastics Camps

YMCA Gymnastics Center

Specialty Camps

YMCA Gym or Racquetball Court 1

Camp Hummingbirds

JD Pre-school site

**Before will be located in the multipurpose room.*

Camp Hummingbirds will have Before Care available at JD site.

Camp Check-in and Check-out:

Upon arrival to camp please 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 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 9:00am or remain after 5:30PM unless they are registered for before camp care.
- 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.

What to Bring to Camp

Being properly packed for a day at camp will help ensure a comfortable experience for your camper. **Please label EVERYTHING.**

Bring

- **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 cannot 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**– We do 30 minutes of reading everyday as part of the Y's dedication to summer learning loss prevention. Pack a book for the whole summer or a new story every day.
- **Sneakers**– Running and playing games is a huge part of camp. **Open-toe shoes not permitted. Crocs or water shoes are helpful**
- **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.
- **Bug Spray**– Those with a sensitivity to bug bites may prefer to bring spray.
- **Sunscreen**– Sunburn is NO FUN. Waterproof SPF 30+ is recommended. Due to the nature of sunscreen allergies, the Y staff will not provide sunscreen. Campers will be reminded by counselors to apply sunscreen on prior to an activity outside and every few hours for our outside camps. Staff will assist as needed with application. Please write your child's name on the sunscreen. It is helpful for parents to apply sunscreen in the morning before the camper arrives at camp.

WHAT NOT TO BRING TO CAMP;

No electronics, money, weapons, valuables, or toys. No soda or candy!

Clothing

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. Sneakers are required for camp. **Open toe shoes or flip flops are not permitted.** Please label all clothing. * **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!

Swimming / Water Activities

Campers should be prepared to participate in water activities everyday. Please bring a labeled towel and bathing suit. All Camps w/ swim 2-5 times per week.

The Y has a youth swim policy in place to keep members and campers safe. Campers may 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. Replacement necklaces can be purchased at the welcome center for \$5.00.

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.

Discipline Policy/Behavior Management

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! – Treat others the way you want to be treated!

Be Caring

Speak nicely to everyone

Include everyone in activities

Use kind words

Be Responsible

Clean up after yourself

Take care of your belongings

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 upon pick up and seek additional suggestions on how to handle the child's behavior. If the behavior continues, the camper will make a phone call to parent to explain his/her behavior.
- If the behavior continues, a documented warning will be issued and 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 may be 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.

Illness Policy

If your child becomes ill during the hours he/she is in our camps, you will be notified of your camper's conditions. Campers will be sent home for fevers above 101 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 must be out for 24 hours or have a doctor's note stating "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.

We can be reached at the following phone numbers:

- Camp Hummingbirds 603-313-1750
- Camp Wakonda 603-499-5957
- All other camps call the main YMCA at 603-352-6002

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.

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.

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.

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.

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.

Contact Information

Kelly Fleurette, Child Care Director

Camp Administrator

Specialty Camp Director

Office: 603-283-5240

kfleurette@keene-ymca.org

Debby Ellison, Camp Register/Camp Billing

603-283-5254

dellison@keene-ymca.org

Ashley Engelbrecht Camp Director

Camp Wakonda

YMCA Office: 603-283-5241

Site Cell: 603-499-5957

aengelbrecht@keene-ymca.org

Sara Johnson, Gymnastic Camp Director

Gymnastics and Ninja Camps

Office: 603-283-5252

sjohnson@keene-ymca.org

Mariah Smith, Camp Director

Camp Hummingbirds

Site Cell: 603-313-1750

preschoolatjd@keene-ymca.org

Main YMCA 603-352-6002