FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GROW WITH US

KEENE FAMILY YMCA
2026 SUMMER CAMP
Parent Handbook

PREPARING 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.
- **Swim Suit & Towel**– We swim or play in water almost every day! Water shoes are also helpful.
- **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. Campers need appropriate footwear. **Open-toe shoes not permitted.**
- **Rain Gear–** Having the appropriate attire for rain will help to keep your camper comfortable. Please send your child with rain boots or water shoes and a poncho or rain jacket. Parents may be called if a change of clothes is needed.
- **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–** We recommended that campers bring Bug Spray to camp each day. If the bug spray contains Deet we will only apply once in the morning.
- **Sunscreen**– Sunburn is NO FUN. **Waterproof SPF 30+ is recommended**. Campers will be reminded by counselors to apply sunscreen 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.
- We ask that you send sunscreen and bug spray separately, rather than sending a combined product.

Medications

Prescribed, non-prescribed, internal, and external medications can be administered to a child by staff with parent/guardian 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.

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 who will be provided with an explanation of why the item was taken.

GENERAL CAMP INFORMATION

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 nurturing 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. 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 creating memories that will last a lifetime.

About the Staff
All YMCA staff are trained in child abuse prevention and attend 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.

Child Care Licensing—Note to Parents or Guardians: All your summer camps are licensing except for Adventure Camp. 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 online at https://www.nh-connections.org/providers/child-care-licensing/ or by calling the unit at 1-800-852-3345, ext. 3345 or 603-271-4624.

During the licensing authority's monitoring and complaint investigation visits to licensed programs, the licensing coordinator speaks with the children regarding the care they receive through the program if they believe their responses 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 to be interviewed, or if you wish to be informed prior to your child being 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 there website at: www.dhhs.nh.gov/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 CampDoc profile 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
If your child becomes ill while they are at camp you will be notified of your camper's condition and given the opportunity to pick them up early. Campers will be sent home for fevers above 100.4 degrees, vomiting, diarrhea, or if they are not able to keep up with 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: they are fever free without the use of medication for 24 hours and showing significant improvement of symptoms.

Swimming / Water Activities
Campers should be prepared to participate in water activities everyday. **Please send a labeled towel, bathing suit and water shoes or flip flops.** Each camp group has designated days/times to swim in our Aquatics Center. Pool access is always dependent upon availability of lifeguards and weather conditions. There may be days when the pool is not accessible to camp. Therefore, campers will be provided with other water-based play opportunities such as sprinklers, spray bottles, slip-n-slides and water-balloons.

The Y has a youth swim policy in place to keep members and campers safe. All 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, or campers may use a "house necklace" for the day.

Tick and Head Lice Policy
Children found with head lice (live 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 reserves the right to check campers for ticks and/or head lice.

Health Forms, Allergies & Medications
All campers are required to have a health form on file at the YMCA no later than June 1st. All required forms must be uploaded through CampDoc, a web-based health record system. Once you have completed your camp registration online, you will receive an email invitation to set up your CampDoc profile. **If we do not receive all required documentation for your child, they may not be admitted into camp until the requirement is fulfilled.**

Prescribed, non-prescribed, internal, and external medications can be administered to a child by staff with parent's written consent. **Medications must be in the original bottle with the original prescription label showing the child's name and specific instructions for administering them.** Parents need to give medicine directly to staff along with a completed **Authorization to Administer Form** (which can be obtained by request to the camp director). Children are not to have medicine of any kind in their possession.

Campers who have allergies severe enough to require medicinal antidotes will need to submit an **Allergy Action Plan** as prescribed by the pediatrician, along with the prescribed medicine in it's original container with original prescription label.

All forms must be submitted to the Y by uploading them through your CampDoc profile.

CAMP LOCATIONS, HOURS, DROP-OFF & PICK-UP

Camp	Group	Location	Drop Off Time	Pick up Time
Wakonda	**Hummingbirds** **Blue Jays** **Robins** **Chickadees** **Blackbirds**	Keene YMCA 200 Summit Rd. at the play structure behind the building	7:30-9:00am	4:00-5:00pm
Gymnastics **Sports Camps** **Adventure Camp**		Keene YMCA 200 Summit Road Side Parking Area in front of Aquatics	8:00-8:45am	3:30-4:00pm
Art, STEM, half day programs & LITs/CITs		Keene YMCA 200 Summit Road Side Parking Area in front of Aquatics	8:00-8:45a Depends on the camp	Depends on the camp

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 to and from camp each day by an adult who will sign them in and out with a YMCA camp staff member.

For a smooth pick-up experience, **please be prepared to show a photo ID**. Only those individuals specified on the registration form under authorization of release are permitted 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 whomever will be picking up your child to bring their ID with them.

- Wakonda campers are not to be dropped off before 7:30am or remain after 5:00pm.
- Gymnastics, Sports or Adventure campers are not to be dropped off before 8:00am or remain after 4:00pm.
- If your camp is a half day, please follow those times for drop off and pick up
- 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.

Inclement Weather:
When heavy rain and thunderstorms force camp indoors, all Camp Wakonda families should report to the Gymnasium/ Basketball Court for drop-off and/or pick-up. Gymnastics, Sports, Adventure Camp and half day programs families will report to the gymnastics area for drop off and Basketball Court for pick up.

CAMPER CONDUCT & RESPONSE PLAN

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 program 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:

- Staff will address the behavior with the camper and discuss logical consequences.
- If named behavior continues a written or verbal warning will be issued and families will be notified.
- A parent-camper meeting may be called and a behavior plan may be created.
- The camper may be sent home and may be suspended from the program.
- If a camper is suspended or removed from one Y summer camp, they are not allowed to switch to another Y camp for that summer.

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 ZERO TOLLERANCE bullying policy.

Contact Information

Angela Lynch, Membership Director and Camp Registrar

summercamps@keene-ymca.org

Joanna Serth, Camp Billing

Office: 603-352-6002 ext .133 jserth@keene-ymca.org

Katie Gregory, Child Care Services Director, Camp Wakonda

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Jami Daigle, School-Age/Camp Director and Camp Wakonda Director

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Sarah Vickery, Youth Enrichment Director and Specialty Camps Admin

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Emily Kilmer, Gymnastics Coordinator and Gymnastics Camp Coordinator

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Kyle Thibault, Recreational Coordinator and Sports and Adventure Camp Coordinator

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Sam Hill, Monadnock Youth Coalition Director and LIT & CIT Program Coordinator

Office: 603-600-3644 shill@keene-ymca.org