

**Rancho Family YMCA
2016 Summer Camp
Parent Manual**



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

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WELCOME TO YMCA CAMP

Mission Statement: The YMCA is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God through the development of Spirit, Mind, and Body.

YMCA Day Camp Day Camps give your camper an experience that will last a lifetime. Day campers are able to explore creativity, teamwork and leadership in a wide range of adventurous programs that lead to lifelong healthy living. Day camp builds self-confidence, self-esteem and develops values of good character, all while having a ton of fun and making new friends!

Parents are every Y's partners in making day camp an outstanding developmental experience for their kids. In order for our campers to get the most out of day camp, we need your help. Knowing that no two campers are exactly alike, we ask that you help us get to know your camper. We encourage you to share with us your ideas, thoughts and any concerns that may help us create an environment that is best suited for your camper.

Today, Y Day Camp is more vital than ever. With an increased emphasis on camper safety, personal values and social skills, we want the very best for your child. At the Y, we are committed to the development and well-being of your campers.

Did you know the Rancho Family YMCA is an American Camp Association Accredited Camp?

All of our Day Camps have been accredited by the American Camp Association. We meet or exceed the highest standards in camping services including health, safety, personnel, transportation, and facilities. For more information regarding ACA standards please visit acacamps.org.

CAMP GOALS AND OUTCOMES

It is our belief that each camper is a unique individual with his or her own rate of development. Our goal is to introduce the campers to as many positive experiences as possible. It is our hope that the experiences we provide will foster creativity and individuality in each camper, and encourage an awareness of themselves and others.

The YMCA of San Diego County has established the following goals for all campers:

- To grow personally and gain a greater sense of his or her own worth.
- To be inspired to live by the character values; caring, honesty, respect and responsibility
- To experience improved personal relationships.
- To learn to appreciate diversity.
- To become better leaders.
- To have fun!

CAMP INFORMATION: RANCHO FAMILY YMCA

MAIN BRANCH (Registration): 9410 Fairgrove Lane, San Diego, CA 92129

SCRIPPS DAY CAMP (Camp Location): 10481 Scripps Poway Pkwy., San Diego, CA 92131

CONTACT INFORMATION:

Sarah Trujillo, Camp Director; strujillo@ymca.org

PHONE NUMBER: (858) 484-8788

CAMP HOURS OF OPERATION:

Free Extended Camp 7:00 a.m. – 9:00 a.m.

Camp Program Hours 9:00 a.m. – 4:00 p.m.

Free Extended Camp 4:00 p.m. – 6:00 p.m.

*Pre-Registration required for extended camp

SIGN-IN/SIGN-OUT PROCEDURES

In order to ensure the safety of your camper, it is mandatory that each camper be signed in and out daily with a legal signature and time by an authorized adult.

AUTHORIZATION TO PICK UP CAMPER

Only adults who are authorized in writing by the parent will be allowed to pick up your camper. All adults picking up campers from Camp are required to **identify themselves with a photo ID.**

LATE ARRIVALS

It is imperative that your camper arrives to camp on time. If campers are late, it will be the responsibility of the parent to ensure that the camper is signed in and arrives safely with his or her designated camp.

LATE PICK-UPS

Children not picked up at the end of the camp day will be supervised by our staff. A fee of \$1 per minute will be charged when your camp ends. For example, camp ends at 6:00 p.m., and if a child is picked up at 6:25 p.m., there will be a charge of \$25. Every attempt will be made to contact parents or a listed authorized pick-up. If by 7 p.m. all contacts are not reachable, and the child has not been picked up, Child Protective Services will be contacted. A late fee will be assessed starting at 6 p.m. according to our clock.

CAMP DATES

Camp will be offered weekly from June 13 - August 26.

TRANSPORTATION

All transportation will be provided in busses. All vehicles are inspected on a daily basis, and periodically checked by a licensed mechanic, as well as the California Highway Patrol. Our drivers have Class B driver's licenses and/or School Bus Certificates. They have completed YMCA training and have passed written and driving tests administered by the Department of Motor Vehicles. We strive to adhere to our transportation schedules.

VENDOR WAIVERS

In addition to the Y Camp waiver some specialty camps may require an additional waiver on file. Waivers to be filled out at time of registration. Please see website for list of specialty camp waivers required.

MEDICATION

Should your camper need to take medication during the program, we will administer it as directed. The following items are essential for us to dispense any medication:

- The medication will need to be checked in with a Day Camp Staff. Please do not leave the medication with your camper, including over the counter medication: epi-pens, inhalers, creams, eye drops, etc.
- Medication must be in its original container with labeled prescription instructions.
- A completed Medication Release form must be signed and submitted.

ILLNESS/INJURY

If your Camper becomes ill while at Camp, we will contact you to pick him/her up. If your camper is injured, we will take necessary steps to provide first aid. If we are unable to reach you in the event your camper needs medical care, he/she will be transported to the hospital by a YMCA vehicle or ambulance. **It is extremely important that you notify the YMCA of any changes in your work or emergency phone numbers.**

LUNCHES/ SNACKS

Campers will need to bring snacks, lunch and water daily. Each child should bring a water bottle with their name on it, for refilling.

WHAT NOT TO BRING TO CAMP

The following are not allowed at camp: personal toys, electronics, animals, weapons, drugs, alcohol, electronic devices, candy, and soda (healthy eating is encouraged).

CLOTHING

Campers are required to wear closed toe shoes and socks daily. Belongings are the responsibility of the camper. A backpack is helpful in keeping your camper's belongings in a safe place. Please clearly mark your camper's belongings with his/her name.

SWIMMING

Please see your camper's camp activity schedule for specific swim days. Campers who wish to swim must bring a swimsuit, towel, sunscreen, and plastic bag. All campers are required to take a swim test before swimming in the YMCA pool or beach on a daily basis. The swim test consists of

jumping in deep water, returning to the surface, treading water for 60 seconds and swimming 25 yards (the length of the pool) on the surface with rudimentary side breathing. If a camper is unable to pass this test or if a camper chooses not to take the swim test and cannot stand comfortably in the water (water no higher than the armpits), s/he will wear a life jacket in the pool and will stay in the closely supervised shallow end of the pool. In order to keep your camper safe, all campers take the swim test every day. During Beach visits, campers are required to take a swim test daily, if campers pass the test, they are allowed to go in waist deep, if they do not pass, they are allowed to go in ankle-deep.

SUN PROTECTION

Parents should apply sunscreen before campers arrive to Camp in the morning. We apply sunscreen at snack time, lunchtime, and in the early afternoon. If you do not want sunscreen applied to your camper, or would like a special type of sunscreen applied, please send a note to your child's Camp Unit Leader each Monday and provide them with the special sunscreen.

EXTREME WEATHER

Our camps are designed to operate outside for the majority of each day. In the event of extreme weather we will do what is best to keep campers safe, by utilizing indoor and/or shaded areas of our facility. This may affect their regularly scheduled activities.

BATHROOM PROCEDURES:

No camper is ever alone or one-on-one with a staff member. All campers will take trips to the bathroom with the entire camp and/or camp groups of at least two campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

DAY CAMP STAFF

We model the YMCA Character Development values of caring, honesty, respect, and responsibility. Most importantly, we are made up of people who love working with kids. We are creative people with good hearts who are silly enough to sing "The Y Song" at the top of our lungs! We are First Aid/CPR certified and are required to attend 3 days of training prior to the first day of Summer Camp. Our Unit Leaders attend approximately 16-24 hours of additional training.

RATIOS:

We operate on the following ratios, which are recommended by the American Camping Association. For camps with a wide age range, we use a 1/10 (staff per child) ratio.

Ages 5 years	Ratio: 1/6
Ages 6 to 7 years	Ratio: 1/8
Ages 8 to 12 years	Ratio: 1/10
Ages 13 to 16 years	Ratio: 1/12

Y STAFF & BABYSITTING

YMCA of the USA policy states that our staff (while they are employees of the YMCA) are not permitted to babysit for or interact with campers outside of our programs. Please help us in upholding this policy.

CHILDREN WITH SPECIAL NEEDS

Parents often request that a specific staff person be designated to facilitate their child's participation, in a large group setting, if their child might not otherwise be successful in this environment. We will consider requests for a Special Assistant and work with you to determine whether or not your child can be fully integrate into camp without additional supports. The determination on whether or not a Special Assistant can be provided must be based on the availability of trained staff.

Prior to registration, a Request for Special Assistance must be completed, discussed with a YMCA director, or director's designee, and approved by the Camp Management Team. This should be done as soon as possible, as space and available staff is limited.

FINANCIAL ASSISTANCE/CAMPERSHIP

Financial Assistance is available to those families who qualify. Applications are available at the service desk and online. Assistance is based on verified income and completed applications. Please contact the Financial Assistance administrator for further information.

THIRD PARTY PAYMENT ATTENDANCE SHEETS

Parents, who are funded by the county or other agency, are required to sign attendance sheets in addition to the YMCA Day Camp sign-in/out book. **All sheets must be signed by the last day of each week. Failure to complete required paperwork will result in a call to the appropriate third party agency. Please refer to our Third Party Parent Policy.**

GIVING BACK

The Y provides scholarships and financial assistance for children to attend camp every session. This is made possible through the generosity of our community. If you wish to help a child go to camp, please see our Camp Director for information.

REFUND/VOUCHER/TRANSFER POLICIES

The purpose of our Refund/Voucher/Transfer Policy is to allow the YMCA to maintain quality programs and proper class ratios while maintaining flexibility with our members and participants. All requests are subject to director approval and take 3-5 working days for approval.

Refunds/Vouchers/Transfers

- Program participants who request a transfer must remain in currently enrolled program area and session.
- Before the start date of the program: 100% voucher or refund less program deposit, uniform fees or vendor fees if applicable.
- After the first meeting of the program: 75% voucher or refund less program deposit, uniform fees or vendor fees if applicable.

- After the second meeting of the program: \$0 voucher or refund (medical/special circumstances at the branch's discretion).
- Camp deposits are full transferrable to another camp up to the second day (if space is available).
- Camp fees increase by \$25 on the Tuesday (7days) before the camp begins
- Balances are due on the Monday before the next week of camp. Unpaid balances will result in a deletion from the program (and loss of deposit) to open space for other registrations. Campers may re-register and pay in full for the camp from which they were deleted.

FEEDBACK

We love to hear from our campers and parents! Camp leadership teams use your feedback to make positive changes to our program.

OUR BUS RULES

- Campers must remain seated while on the bus.
- Campers are not allowed on the bus until accompanied by a camp leader.
- Keep hands, arms and head inside the bus.
- Nothing is to be dropped out of windows.
- Noise level must be regulated so as not to interfere or disturb the driver.
- No eating or drinking allowed on the bus.
- Windows are opened and closed by Camp Leaders. No objects are to be tossed out the window.
- All passengers on the bus are required to follow bus driver instructions.

YMCA OF SAN DIEGO COUNTY POSITIVE GUIDANCE POLICY

OBJECTIVES:

1. The camper is to be caring, honest, respectful, and responsible.
2. The camper is to become responsible for him/herself.
3. The camper is to learn to become self-sufficient.

UNACCEPTABLE BEHAVIOR:

1. Camper harms other camper or staff.
2. Camper is harming him/herself.
3. Camper causes destruction to property.
4. Camper is continuously unable to adhere to program guidelines.

GENERAL STANDARDS FOR POSITIVE GUIDANCE:

1. Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
2. Guidance is a process of teaching, learning, and positive reinforcement.
3. Set developmentally appropriate guidelines for campers.
4. Verbal abuse or name calling is not permitted. Guidance will not be associated with food, rest, or toilet training.
5. Corporal (physical) punishment will never be allowed.

6. Procedure requires organized process of guidance. Limits are set to foster caring, honest, respectful, responsible, and self-sufficient campers. Positive Guidance is integrated into the overall program plan of the camper care setting.
7. Behavioral concerns of individual camper are not discussed with other parents.

SUMMARY:

Staff in YMCA camper care programs uses a positive, teaching form of guidance. Staff continually remind camper of program guidelines. Campers are redirected to other activities when behavior contradicts the above guidelines. Parents are always kept informed of their camper's progress.

When the above steps are ineffective in redirecting a camper's behavior, more serious action may be taken. If a camper is placed on a Behavior Contract, the first time a parent/guardian needs to be called, the camper may be sent home for the day. The second time the camper may be suspended for a pre-determined length of time. If the camper is still having difficulties in the program, and we are not able to meet the camper's needs, the camper may be removed from the program.