



We build strong kids, strong families, strong communities.

# Venice YMCA Summer Day Camp 2010 Parent Handbook

Camp Victory – completed grades K-8<sup>th</sup>  
(941-375-9119)

Camp Island – completed grades K-5<sup>th</sup>  
(941-484-2054)

C.I.T. - (Counselor In Training) Ages 13-15  
(914-375-9119)

Mission Statement: To put Christian principles into practice through School Age Programs that builds a healthy spirit, mind and body for all.

## Swim and Field Trip Schedules \* subject to change

### Camp Victory @ the YMCA Youth Center :

\*Purple, Red, Yellow, Green, Blue and Orange groups.

### Camp Island@ Venice Presbyterian Church/School Age room:

- Recreational swimming will be offered each day (weather/special event permitting)
- Additional activities are offered throughout the summer at Camp Victory.
- See individual group calendars for specific field trips, special events, guest speakers and group activities.

### Parent Orientation Night:

#### **Wednesday May 26<sup>th</sup> 7:00 – 8:00 p.m. @ YMCA Youth Center**

Parents and campers will have an opportunity to meet their summer camp counselors and ask any questions. Summer camp T-shirt will be available.

### Registration and Payment Options

To register:

- Registration form(s) must be completed
- Non-refundable/non-transferable registration fee must be paid
- Payment must be made for all weeks registering OR electronic draft authorization forms must be completed
- Deadline to register is the **WEDNESDAY** prior to the upcoming week. A **late fee of \$25** will be charged if registering after Wednesday for the upcoming week.
- Payments can be made by cash, check, money order, and/or MasterCard/Visa.

Registration packet includes:

- Registration form
- Know your Childcare Facility pamphlet
- Calendars of events
- Parent Handbook

### \* 2010 Camp Shirts\*

One Summer Camp t-shirt will be given to each registered camper and **MUST** be worn on designated field trip days. More shirts will be for sale while supplies last. If your child comes to camp on their designated field trip day without a camp shirt, one will be provided for them; **however parents will be billed for the cost of the t-shirt.**

### A.M. Drop off Procedure

- Drop off inside Youth Center/Island School Age room, sign in provided from 6:45 a.m. – 9:00 a.m.
- You must accompany your child into the Youth Center/Island school age program. Your signature is needed on our sign-in sheets each day when your child arrives.
- We encourage all children to be in attendance by 9:00 a.m. The official camp day begins at 9:00 a.m. with morning announcements.

### P.M. Sign Out Procedure

- Pick up inside Youth Center/Island School Age Room.
- A full signature and the time are required on our sign out sheets each day.
- Parents signing out please be patient; some campers take more time than others to return from their group, gather their belongings and meet their parents at the desk.
- All persons removing children from the program must have photo identification available at all times- YMCA staff rotate the responsibility of sign out, and may not recognize you by sight. Please inform others picking up your child of this policy.

### **Late Pick Up**

- YMCA camp programs close at 6:00 p.m. Island Camp closes at 5:30 p.m.
- A late fee of **\$1.00** per minute after 6:00 p.m. is payable to the YMCA **employees supervising** your child at sign out, **NOT THE YMCA.**
- Staff will make every effort to contact parents/emergency contacts to ensure timely pickup.

### **Security Password**

- Please provide a word/phrase in the appropriate place on the registration form, that MAY be asked of you if you are contacting the YMCA via the telephone regarding your child.

### **Tax Information**

- If needed, please request this information from the Program Director. Tax ID #: 59-1629660

### **Discipline/Behavior Modification Form**

YMCA staff is trained to use a positive approach to discipline. However if a child is extremely disruptive, YMCA policy is to notify parent/authorized person via behavior form at sign out. A signature is required; forms are kept on site at the YMCA.

- 1<sup>st</sup> offense- warning
- 2<sup>nd</sup> offense – warning
- 3<sup>rd</sup> offense – suspension from program

Two (2) suspensions will result in termination from the YMCA program.

Zero Tolerance policy covers the following behaviors:

- Any physical abuse towards other child(ren)
- Any threats made towards child(ren)
- Stealing or damaging other children's property or YMCA property. Parents are also financially responsible for the repair or replacement of stolen or damaged property.
- Bringing any weapon to the YMCA
- Any physical or verbal abuse/threats to staff (will result in an immediate termination from the program).

It is our hope that we can work together to prevent your child from being suspended or terminated from the program. The Director may request a conference with you if there are significant behavior problems with your child.

### **Parent Notification Form**

- Used as a communication tool between YMCA staff and parents.
- Used to notify parents of behavior concerns or other incidents.
- Signature on form is required, form kept on site at YMCA.

### **YMCA Code of Conduct**

Venice YMCA staff/volunteers are NOT ALLOWED to:

- Socialize or associate with program participants outside of YMCA hours (babysitting, private lessons)

- Transport program participants in personal vehicles

### **YMCA School Age Staff**

Venice YMCA School Age Staff are:

- Background screened by local, state, and federal agencies.
- Trained in CPR and first aid
- Required to attend and complete mandatory state and YMCA trainings
- Those transporting children are properly licensed with the Florida DMV.

YMCA staff to child ratio: 1 adult to 15 children

YMCA staff to child ratio on field trips: 1 adult to 10 children

### **Americans with Disabilities Act:**

- YMCA is in compliance with ADA
- YMCA does not discriminate against children unless their presence poses a “direct threat” to the health and safety of others.
- The program will make “reasonable modifications” to policies and practices to accommodate children with special needs.
- If possible, the YMCA will provide auxiliary aids and services for effective communication.
- Facility is fully accessible to persons with disabilities.
- The program will not assume a disability is too severe for a child to participate.
- YMCA Supervisory Staff will make individual assessments whether the program can meet the needs of a child without fundamentally altering the program.

### **Inclusion Policy:**

- YMCA does not discriminate in our admission policies based upon race, sex, religion, place of national origin or physical/mental abilities.
- Children with special needs will be considered for admission on a case-by-case basis.
- Children whose limitations create a safety issue or unreasonable risk of harm to themselves, others or property may not be accommodated.
- Please notify Director if your child is under stress or may require a higher level of supervision

### **Daily Activities/Camp Calendars:**

- Children are in age groups by completed grades
- Children are able to participate in a variety of activities each day (arts & crafts, recreational swimming, physical fitness activities, free choice, state required learning centers)
- Monthly calendars are distributed at the beginning of the month or on an as-needed basis.
- Parent information boards are posted in central locations with postings of scheduled activities and any other information regarding YMCA programs.

### **Parent/Family Involvement**

We believe in a strong partnership between parents, children and staff.

- Parents/guardians are welcome at the YMCA Camp Programs – stop by and visit.
- If you have a family tradition or hobby/interest that you would like to share, please contact Program Director

## **Other YMCA activities**

If your camper will be participating in any YMCA activity other than Camp Victory at the Youth Center during camp time and you will need the YMCA staff to transport your child:

- Contact the Director of the OTHER program to arrange transportation to and from the Day Camp location
- Submit written notice to Summer Day Camp staff giving us permission to release your child to the participating program. Your child will not be released without written authorization.

## **YMCA Closings**

The Venice YMCA reserves the right to close for:

- Extreme weather
- Facility emergencies
- Any unexpected situations

YMCA voice mail systems will be programmed with such announcements. Please contact the Venice YMCA 492-9622 ext. 133 or 143. The direct line to Camp Victory Director is 941-375-9119. The direct line to the Camp Victory Sign in/out desk is 941-375-9117. Camp Directors cell phone numbers are: 941-716-7422 (Susan Brown), 941-716-7419 (Christy Buawin), or 941-320-1785 (Tom Bruciak)

## **Clothing**

Children should wear:

- Comfortable “play” clothes
- Sneakers/closed toes shoes with socks
- Flip flops/sandals are not acceptable.
- Summer Day Camp shirts **MUST** be worn on scheduled field trips days.
- On scheduled swim days, swim attire **MUST** be worn under dry clothes to camp. Children will be allowed to change from wet to dry clothes.
- Sunscreen is **STRONGLY** encouraged – because sunscreen is a topical lotion, YMCA staff is **NOT** permitted to apply sunscreen on children, we do remind throughout the day to reapply. (Spray suntan lotion is highly recommended.)
- Other sun protection gear – hats, white t-shirts while swimming etc.

## **Personal Property**

- Cell phones and cameras are prohibited. If they are seen by staff or are causing a disturbance they will be taken away and placed in the office.
- **DO NOT** send valuables or toys (game boys, ipods, cd players etc.) **The YMCA is not responsible for lost or stolen items.**
- Please label **all** items with permanent marker (towels, lunch boxes, etc.)

## **Lost and Found:**

- Kept in a designated area – please check often
- Unclaimed items will be donated on a weekly basis

## **Transportation Policy**

All YMCA vehicles used for transporting children have:

- Operable fire extinguishers
- First aid kits and manuals

- Emergency equipment
- Are cleaned and inspected on a regular basis

Children are required:

- To be seated at all times unless boarding or leaving the vehicle
- All items (including hands/arms) must remain inside of the vehicle at all times.
- Sit facing forward; legs and feet should not be in the aisles while the bus is in motion
- If applicable, seat belts are worn at all times

Any behavior problem or safety issue while being transported on the bus, will result in loss of transportation privileges and/or suspension from the program. In this event, it will be your responsibility to make other transportation arrangements for your child. YMCA drivers meet all applicable vehicle licensing laws and vehicles are properly maintained

## Swimming

- Children will swim on scheduled swim days (weather and special events permitting)
- YMCA reserves the right to suspend swimming activities for disciplinary or safety reasons
- Children will be swim tested each Monday and given a pool orientation
- Swimmers passing swim tests will be given a vinyl bracelet to wear throughout that week. If it is removed they will be treated as non-swimmers, and will be required to use a floatation device until the next weeks swim test.
- Weaker or non-swimmers will be kept in the shallow end of the pool and/or receive a floatation device.
- Certified YMCA lifeguards and camp counselors supervise children at the pool.
- Children are not permitted to take full showers (in the locker room).
- Again, please provide your child with protection from sun. (I.e. sunscreen, hat, shirts etc.)
- Beginners Swim lessons are available to Camp Victory participants only on Monday, Tuesday, and Wednesdays. The cost for these lessons is \$10 per week enrolled. Each child must be enrolled through the front desk staff or the Camp Directors before attending the class.

## Illness/Health

To keep all children as healthy as possible, we ask you to keep children at home if there are signs of:

- Lice
- Fever
- Pain
- Frequent coughing
- Conjunctivitis
- Vomiting
- Diarrhea
- Excessive nasal discharge
- Communicable disease (strep throat, chicken pox, ring worm etc.). **Please notify Camp Director immediately so that other parents may be notified of the exposure.**

If a child exhibits any of these or other symptoms during our care:

- We will contact you/alternate persons to pick up your child immediately.
- Allow the child to rest.

If your child will not be attending Camp (particularly on field trip days), please notify the YMCA at 492-9622 ext. 133.

## **Head Lice**

Head lice are common due to the climate we live in and the nature of children:

- We do provide routine “head checks”
- If found with nits or actual lice, you will be contacted immediately to pick up your child. Your child will be isolated from other children.
- They may return to the program after YMCA staff has checked your child
- YMCA has a “no nit” policy
- Preventive measures include; reminding children not to share brushes/hats/hair accessories and long hair should be worn in a ponytail.

## **First Aid and Emergency Policy**

When an accident occurs:

- YMCA staff will administer basic first aid
- Minor injuries will be treated soap, water, ice, bandages etc.
- All injuries are documented on an “accident report” and are presented to parent at sign out. Accident reports require a signature and are kept on-site at the YMCA.
- In case of serious injury; YMCA staff will make a decision to call EMS and/or parent
- If injury is not life threatening but we feel it requires medical attention and parents cannot be reached, we will either contact EMS or transport child to the nearest emergency room.

## **Medication**

- YMCA does not administer any form of medication.
- Do not put any medication in your child’s lunch box or backpack
- Your child may bring sun screen in appropriate original containers.

## **Lunches**

- Children must bring their lunch and drink (soda is discouraged) every day unless noted.
- Lunches will not be refrigerated or heated in the microwave
- Lunches must include a drink and eating utensils (plastic ware preferred). Due to an active schedule, lunches must be healthy and nutritious and not spoil easily
- Do not send items with glass, sharp pull tags or other potentially dangerous items
- Drinking fountains are available throughout the day – children are encouraged to drink plenty of water and to carry a water bottle with them. They will be allowed to refill their water bottles as necessary.
- Please label all lunch boxes/containers with a permanent marker. Label the OUTSIDE of the lunchbox – many lunchboxes look alike.

## **Community Partnerships**

The Venice YMCA has established and continues to build partnerships with key community organizations to enrich the children’s experience at the YMCA.

## **Field trips**

- If absent on scheduled day, there are no make-ups on other days.

- Refer to monthly calendars for departure and arrival times.
- We do our best to arrive back to camp on time but inclement weather, traffic problems might delay our arrival time; please be patient.
- YMCA reserves the right to suspend any child's field trip privileges for disciplinary or safety reasons

### **Snacks and money for field trips**

- YMCA provides an afternoon snack
- Children may bring snacks/drinks if desired
- On field trips days, children may bring spending money if desired. The YMCA pays for admission fees unless otherwise noted
- Children are responsible for their own money – the YMCA is **not** responsible for lost or stolen money
- YMCA Counselors will not be permitted to hold money for children.

### **Non-smoking environment**

The Venice YMCA is a non-smoking environment.

- **No person** will be permitted to use tobacco products inside or outside any YMCA facility or facilities being used by the YMCA.
- Students and other persons under 18 may not possess or display tobacco products at any time on YMCA properties, vehicles or while participating in sponsored events.
- Tobacco product is defined as: cigarettes, cigars, pipes, chewing tobacco, etc.

### **Speed Limits**

To ensure the safety of all children in YMCA programs, please respect posted stop signs, speed limit signs etc. **The speed limit on YMCA property is 10 mph.** Please be cautious while driving through any program parking lot – children are everywhere.

If you have any questions or concerns, do not hesitate to contact the Summer Camp Directors at the YMCA at 492-9622 ext.133 or ext. 143. Camp Victory direct lines are 941-375-9119 and 941-375-9117. Camp Foxtrot on the Island can be reached at 941-484-2054.