

eliminating racism  
empowering women

**ywca**

Central Maine

# Summer Camp Camper & Parent Handbook

Ages 5 - 12



## Summer 2017



Summer Camp  
Handbook and Policies

**TABLE OF CONTENTS**

Item	Page
YWCA Summer Camp Philosophy	3
Summer Camp Program Policies and Procedures <ul style="list-style-type: none"><li>▪ Hours of Operation</li><li>▪ Arrival Time / Pick up Policy</li><li>▪ Registration, deposits, memberships, tuition and fees</li><li>▪ Payments</li><li>▪ Open Door – parental visits</li><li>▪ Attendance / Absences</li><li>▪ Withdrawal or switching weeks</li><li>▪ Emergency Closings / Holidays</li><li>▪ Transportation / Field Trips</li><li>▪ Sunscreen</li><li>▪ Clothing / T-Shirts</li><li>▪ Electronic Equipment &amp; Toys</li><li>▪ Screen Time</li><li>▪ Snacks and Meals</li><li>▪ Swimming Policy</li><li>▪ Physical Activity</li><li>▪ Illnesses and Medication</li></ul>	4 - 7
Discipline Policy	8-9

**IT'S GOING TO BE A GREAT SUMMER!**

# YWCA Camp Philosophy

The YWCA of Central Maine's Summer Camp Program embraces each individual camper's personality and appreciates their uniqueness. Through exposure to diversity, new adventures, play, and making memories, we believe each child will feel a sense of belonging, self-worth and grow socially and emotionally.



# Summer Camp Handbook and Policies

## Location of School-Age Programs:

The summer camp programs are housed at the YWCA, 130 East Avenue, Lewiston.

## Mandatory Parent Informational Meeting

Parents must attend one informational meeting prior to the beginning of summer camp sessions.

Parents can choose to attend one of the following:

- Tuesday, June 13 from 5:00pm – 5:30pm
- Wednesday, June 14 from 5:30pm – 6:00pm
- Tuesday, June 20 from 5:00pm – 5:30pm
- Wednesday, June 21 from 5:30pm – 6:00pm

If a parent cannot attend any of these meetings, they must set up a meeting time with Maggie Davis, Early Learning and Youth Services Director. Please call 795-4050 to do so.

## Hours of Operation:

Summer Camp hours of operation are Monday through Friday, 8:00 am-5:30 pm. Extended care is available in the morning from 6:30 am- 8:00 am and in the evening from 5:30 pm to 6:00 pm for additional costs. These options must be chosen on the registration form.

## Arrival Time:

Children may not arrive prior to 8:00 am unless he/she is signed up for the extended care hours (6:30 am-8:00 am). Parents must come in to sign in their child each morning. Please have **children arrive by 9:00 am to participate in scheduled daily activities**. If your child is going to be late, please call the YWCA at 795-4050 to inform staff by 8:15 am.

## Pick-up Policy:

Your child must be picked up NO LATER than 5:30 pm, unless signed up for extended care hours (5:30 pm-6:00 pm). Children must be signed out by a parent or guardian. If you are later than 5:30 pm, you will be charged \$15.00 for each fifteen minute increment you are late. Please call the YWCA if you will not be there to pick up your child on time.

If someone other than a parent is picking up your child, you MUST notify the Summer Camp Staff. If someone is picking your child up and is not on your child's pick-up list, staff must have written signed permission to release your child to him/her. All people picking up your child will be asked for identification.

## Registration, Deposits, Tuition, Fees and Membership

The registration fee, a deposit fee of \$20 for each week attending, and the first time tuition are charged at the time of sign up. Registration and fees are due by **June 16<sup>th</sup>**. Registrations will not be accepted without registration fees, deposit fees and first time tuition. While a YWCA membership is not required to participate in summer camp, when attending more than 3 weeks of camp, a membership discount will save you money. Scholarships are available. Applications are included in the registration packets.

- |                       |              |                            |            |
|-----------------------|--------------|----------------------------|------------|
| - Registration:       | \$25.00      | - Field Trip Fees:         | \$5/ trip  |
| - Tuition: Non-member | \$155 / week | - Extended Care:           | \$15/ week |
| Member                | \$145 / week | - Annual Membership fee is | \$30.      |

A late fee of \$25 is included in any invoice that includes late tuition from a previous period.

## Summer Camp Handbook and Policies

### **Payments:**

Payments must be made in full each Monday for children to participate in camp. Your child IS NOT ALLOWED TO ATTEND IF PAYMENT HAS NOT BEEN RECEIVED. Your child will not be able to stay at camp until payment is made – there are no exceptions to this policy.

Balances that run more than one week will result in your child's dismissal from the program.

### **Open Door Policy:**

At the YWCA, we encourage and welcome you to come and visit your child at any time. If you have any questions regarding your child, please feel free to see a staff member or contact the Child Care Director at 795-4050.

### **Attendance:**

Full tuition is due regardless of whether the child attends every day of a week's care. The YWCA does not reimburse or credit when children are sick or taken out of care for a special reason that week. If your child will not attend due to illness or a special reason, please contact the Child Care Director to notify us of their absence. There is no reduction for YWCA holidays, storm days, or personal vacations.

### **Absences:**

If your child will not be attending the camp on any given day, please call the YWCA at 795-4050 by 8:15am.

### **Withdrawal or switching weeks:**

In order to withdraw your child from care or switch weeks, we must receive 2 weeks written notice – To the "Child Care Director," YWCA 130 East Ave, Lewiston, Maine 04240. Parents will be billed for two additional weeks when children are removed without notice. The only way to stop the invoicing is through clear written notice to the Child Care Director to terminate.

### **Emergency or Early Closing:**

Emergencies or early closings will be broadcasted on local television stations. If it is an early closing parents will be contacted. You may call the YWCA at 795-4050.

### **Holiday and/or Closings**

Weekly rates include days the YWCA is closed for storm closing(s), observed holidays, or agency training, or emergency closings for unknown reasons. The following is a list of days the YWCA is closed for the months of June, July and August: **Tuesday, July 4th**

### **Transportation:**

Your child will not be transported without your written permission for any reason other than in the case of an emergency. A contracted bus company will be utilized for transportation to and from any field trips. Campers will also be going on "walking field trips". These trips will include destinations that are within 2 miles from the YWCA.

## Summer Camp Handbook and Policies

### **Field Trip days:**

Each week you will be given a weekly schedule complete with field trip information. Some field trips will be “walking trips” meaning your child will need to come prepared with sneakers and appropriate outerwear. **On field trip days, your child must be in attendance at the scheduled departure time.** Children who are late on a field trip day will not be allowed to stay at the YWCA as we do not have extra staff to accommodate children who may miss the bus. It is therefore quite important that children arrive before the departure time.

### **Sunscreen:**

Parents should apply sunscreen to their child prior to arrival at the YWCA each morning. The staff will reapply sunscreen periodically throughout the day, however, the assumption will be made that each child has had sunscreen applied prior to arrival. Parents are required to provide sunscreen for their children. Please label the bottle with your child’s name. This contract also serves as permission to apply sunscreen to your child. If your child has an allergy to sunscreen, please make that clear in the allergy section

### **Clothing**

Please send your child in comfortable play clothes. Layers are strongly recommended. Each child should have an entire extra set of clothing packed with them each day. Children should wear sneakers or athletic sandals with a back strap. No flip flops are allowed unless in the pool area. While we try to help each child keep track of their materials and clothing while in the classroom, the YWCA will not be held responsible for any lost or stolen items. You will also need to bring a bathing suit and towel for every day. Please label all items your child will bring to camp.

### **YWCA Summer Camp T-Shirts:**

All campers will receive one YWCA summer camp T-shirt that must be worn on all off site activities. T-shirts will be labeled, kept at the YWCA and washed each week. Campers can take their T-shirt home on their last day of the summer. Parents may purchase additional camp shirts for \$10.00 each.

### **Electronic Equipment and Toys from Home:**

Children are **not allowed** to bring video games, toys or electronic devices of any kind to the school age program. This includes, but not limited to Tablets, Game boys, PSP, Nintendo DS, MP3 players, cell phones, stuffed animals, trading cards, or any other toys etc. The YWCA is **not** responsible for any personal items that may be lost or damaged.

### **Screen Time:**

It is very important to us that while in our care the children are socializing and making new friendships, and getting physical activity. Therefore there is NO computer time at the YWCA and very limited TV time, only on special occasions.

### **Snacks & Meals:**

The YWCA will be providing breakfast, lunch to campers who choose to participate in the food program each day. **This food program ends August 19th.** Please bring two healthy snacks for your child. Please send your child with a water bottle that can be refilled throughout the day. Under **NO circumstances** will a camper be allowed to use the vending machines in the building or snack shacks on field trips. If you choose not to participate in the lunch program, you will need to provide breakfast, cold lunch (nothing that requires heat) and snacks for your child.

## Summer Camp Handbook and Policies

### **Swimming Policy**

Due to the recent addition of the DHHS swim/water policy, all children must be tested to determine if they are classified as a swimmer or a non-swimmer. For those children who are classified as non-swimmers, DHHS requires us to identify the non-swimmers so that the lifeguard on duty will be aware of each swimmer's skill level. We do this by placing a colored wristband on the wrist of the children classified as non-swimmers. Also, all children classified as non-swimmers are required to have a coast guard approved life jacket (to be provided by parents) on all water related field trips.

### **Physical Activity:**

The children will be participating in many physical games and activities every day. They will have an opportunity to swim, and we will go outside daily if the weather allows. If it doesn't we will be playing basketball or other games in the gym. Please be sure your child is dressed appropriately for such activities.

### **Illness:**

We do not have a nurse on staff, and we must protect the health of our other children and staff. Please do not send your child to the YWCA or its programs if he/she is ill. Children attending our school-age programs must be well enough to participate in all activities. As a guideline, we have provided a list of symptoms that will prevent your child from participating in YWCA Summer camp:

- Fever
- Rash
- Persistent cough
- Profuse discharge of discolored mucus from nose or eyes
- Diarrhea
- Vomiting
- Sore throat
- Head lice; or
- Any other signs of contagious illness

If a child appears listless, feverish, or ill while attending the YWCA, parents will be asked to pick up their child. If a parent cannot be reached, a person listed under "emergency information" on your child's paperwork will be called to pick up your child. Once your child is sent home sick, they may not return to the YWCA until they are free from any symptoms of illness for 24 hours, specifically a fever over 101 degrees. In some circumstances there must be a doctor's note upon return to the YWCA.

### **Medication**

The YWCA staff members are not allowed to administer any over-the-counter medication without a doctor's note, therefore please do not send medication to the YWCA. There are strict state laws regarding dispensing medication. The YWCA staff can give medication if prescribed by a doctor and is in original container with prescription label. Parents must complete an "Authorization for Medication" form before we can administer medication to a child. Please see the Director for instructions if your child requires medication during the day.

Summer Camp  
Handbook and Policies

## YWCA Discipline Policy

The YWCA discipline policy is designed to ensure that all campers enjoy a safe and rewarding experience. Please read the rules carefully and talk with your child about what is expected of him/her at the YWCA Summer Camp.

In accordance with state and federal laws and in service of the YWCA mission of eliminating racism and empowering women, all children and youth have the right to an environment that is free of harassment and discrimination. The YWCA Central Maine is committed to providing a healthy and accepting setting for all children through training and evaluating staff, instituting policies, and teaching children respect for difference. The YWCA Central Maine does not tolerate discrimination or harassment in any form by employees, volunteers, contract providers, or patrons.

The safety and well-being of all children at the YWCA is our first priority. With that in mind, the following outlines how we ensure your children are gaining a memorable and positive experience:

- No camper will be allowed to endanger himself/herself or others.
- Campers must follow the directions of the YWCA staff.
- The YWCA will not tolerate any fighting, threats, bullying, or verbal abuse.

As a general rule, YWCA counselors concentrate on rewarding and reinforcing children's creative work and constructive behavior. The more opportunities a child has for building confidence and skills for self-expression in an atmosphere of approval, the better chance of a positive experience for everyone. In order to provide this atmosphere to our campers, we must post and enforce some basic rules. These rules include:

- Respect for other campers and all staff.
- Appropriate language at all times.
- Respect for everyone's property, including that of the YWCA camp and all outside destinations.
- Full cooperation with YWCA staff.

## Summer Camp Handbook and Policies

If a child does not adhere to these basic rules, consequences will be utilized to remind him/her of the rules and to help him/her redirect any disruptive behavior into a constructive activity. We do operate under the policy of progressive discipline. Disrespect, inappropriate language, physical threats, verbal abuse and/or lack of cooperation will result in the following:

- A first time violation will result in a verbal discipline report to the parent.
- A second time violation will result in a written discipline report and a call to the parent informing them of their child's behavior and next steps.
- A third time violation will require the parent to remove the child for the remainder of the day.
- A child who repeatedly breaks the rules risks being denied access to camp for the remainder of the week, if not for the summer.

The YWCA does reserve the right to immediately remove a child who breaks the rules of our program. This will be dependent upon the seriousness of the violation of the rules. **The YWCA will not refund the camp fees of the campers who are denied service due to disciplinary reasons.**

**Property damage:** If a child damages property at the YWCA or in the community while in our care, parent(s) will be held responsible for the damages. If damage occurs in a community facility, their rules for covering damages may also apply.