



Summer Day Camp Manual 2017

Muskingum Family YMCA

(Formerly known as Armco Park)
1861 Adams Lane
Zanesville, Ohio 43701
740-453-9622

www.mcmfy.org

Summer Day Camp Parent Handbook

The Muskingum Family YMCA welcomes you to the 2017 Summer Day Camp Program.

The YMCA Summer Day Camp program is licensed by the Ohio Department of Job and Family Services. The license is posted by the sign in/out table.

Upon enrollment into the program, each child must have on file; current health records, emergency transportation information and parent roster permission.

The license capacity for the center is 90 school age children. The center requires staff/child ratio of 1:18 and a group size of 36.

Please read the enclosed information and feel free to call the YMCA with any questions or concerns. Thank you.

Important Names and Phone Numbers

YMCA Day Camp Office: 740-453-9622

- *to contact/leave message for program staff
- *to cancel child care for the day
- *any questions concerning the program

Muskingum County Department of Job and Family Services: 740-454-0161

History of YMCA Camping

Since the early 1930's, the YMCA has been one of the most trusted camping organizations in the world. The Muskingum Family YMCA has been holding day camp for many years and builds its programs on tradition. With the variety of activities, counselors and themes, our YMCA summer camps have something for everyone! In all camp activities and levels, staff will teach the core character values that serve as the basis for all YMCA programs: Caring, Honesty, Respect and Responsibility. Values like these will help kids of all ages make good life choices no matter what challenges may occur.

YMCA Camp Philosophy

The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. The camp philosophy of the Muskingum Family YMCA is to help campers grow spiritually, mentally and physically through a variety of activities that promote character development, sportsmanship and teamwork. Under the guidance of experienced staff members, YMCA day camp can give children an experience that will last a lifetime. As with all YMCA programs, our camp programs are designed to help each participant grow personally, learn values, improve personal and family relationships, appreciate diversity, become better leaders and supporters, develop specific skills and have FUN!

A Program for Everyone

(Financial Assistance Available)

The YMCA believes that every child should have the opportunity to attend camp and make great summer memories. Financial assistance is provided through the Department of Job and Family Services. However, if you do not qualify through the Department of Job and Family Services, the YMCA has limited scholarships available through United Way funding and our Giving Campaign. Application forms are available on our website at www.mcmfy.org

Location of Camp

If you wish to tour our camp facilities, please feel free to call the YMCA at 740-453-9622 to schedule a visit. The YMCA, formerly known as Armco Park is located at 1861 Adams Lane, Zanesville, OH 43701. We have a number of buildings, play areas, a swimming pool, basketball courts and other game areas. We will also use Ohio University Zanesville campus for games and activities. All camp registrations are taken at the YMCA, 1861 Adams Lane, Zanesville, Ohio 43701.

Camp Staff

The YMCA camp counselors are all over the age of 18. They are currently attending college, or are college graduates. In order to meet the needs of our campers we need to strive for adult leadership. Our camp counselors look forward to making camp safe and fun!

Day Camp for children entering grades K-4th

Adventure Camp for children entering grades 5-7th

All day camps run from 9:00am-4:00pm, Monday through Friday at the YMCA.

Extended Care run from 6:30-9:00 AM & 4:00-6:00 PM, Monday through Friday at the YMCA

Registration procedure-All camp registrations and payments must be made on a weekly basis.

Place of Registration- All registrations and payments must be made at the YMCA located at 1861 Adams Lane, Zanesville, Ohio 43701. Our phone number is 740-453-9622.

Cost:

Day and Adventure Camps run Monday through Friday, 9:00am-4:00pm

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|---------------|---------------------|---------------------|
| Weekly Rates: | YMCA Member-\$90.00 | Non-Member-\$110.00 |
| Daily Rate: | YMCA Member-\$25.00 | Non-Member-\$30.00 |

Extended Day Camps run Monday through Friday, 6:30-9:00am and/or 4:00-6:00pm

| | |
|---------------|--------------------------|
| Weekly Rates: | \$20.00 per week AM Only |
| | \$20.00 per week PM Only |
| | \$30.00 for both AM & PM |

Lunch is provided by the Summer Food Program for Children. Menus will be distributed to you when they are first available. There may be times when your child will need to bring a sack lunch. Water will be provided at all times but your child may bring their own drink (no soda/pop). We recommend providing a meal that has nutritional value to it as the children will need plenty of energy. (Ex. a meat or alternative, fruit/vegetable and a serving of bread or grains).

Snacks: A nutritious snack will be served during early morning care and each afternoon. Each snack will contain food from 2 of the 4 food groups. Snacks such as juice, cereal, crackers, pretzels, granola bars and other nutritious foods will be served. Please note that these snacks are not a replacement for meals. A snack menu will be posted by the sign in and out sheet.

*If your child has special dietary needs due to medical reasons or if you prefer that your child eat something other than what is planned for snack time, you are welcome to send food with your child. If you choose to send a snack, the snack must contain 2 of the 4 food groups.

**Please note any food allergies on the Child Enrollment and Health Information Form and the Medical/Physical Care Plan Form, and advise the Camp Administrator.

Summer Day Camp Schedule

Tentative Schedule

| | |
|---------------|----------------------------|
| 6:30-9:00am | Day Camp AM Extended Care |
| 9:00am | Day Camp Begins |
| 9:00-9:30am | Morning Circle with groups |
| 9:30-10:45am | Small Group Activities |
| 10:45-12:00pm | Large Group Activities |
| 12:00-1:00pm | Lunch and Free play |
| 1:00-3:00pm | Group Swim |
| 3:00-3:30pm | Snack |
| 3:30-4:00pm | Closing Circle/Free Play |
| 4:00pm | Pick up Campers |
| 4:00-6:00pm | Day Camp PM Extended Care |

Activities Include:

Weekly theme and nature activities, fitness, sports, arts, crafts, games, team building, hiking, specialty classes, visits to OUZ library, volunteering and much more!

Adventure Camp Schedule and Activities

Adventure Camp schedule will vary day to day. Adventure campers will be involved in a variety of volunteer & leadership opportunities and age appropriate activities. Adventure campers will volunteer at the Animal Shelter, Adams Lane Care Center along with other possible locations.

What to Wear to Camp?

Tennis shoes and socks must be worn at camp daily. Shorts and a t-shirt (or tank top) are appropriate clothing for camp. For safety reasons, sandals and flip flops are only permitted around the pool area.

Swim Wear

The campers will swim on a daily basis. Please make sure that they bring a towel and a bathing suit. Towels and bathing suits may not be left at the camp site.

What to Bring to Camp?

- *Sunscreen
- *Swim suit
- *Towel
- *Water bottle
- *Swim goggles (if desired)
- *Flip flops for the pool (if desired)
- *Money (if you wish to purchase snacks)
- *Bug spray (if desired)
- *all ***items should be labeled with camper's name***

What NOT to Bring to Camp?

- *Toys, Inflatables for the pool
- *Electronic games
- *Balls
- *Cell phones
- *Valuable personal items
- ****The YMCA staff will not be responsible for personal items that are lost or stolen***

Lost and Found

Lost and found items will be kept at the camp site. However, all lost and found items will be given to the Salvation Army or Goodwill at the end of the summer. If your child loses any item, please notify the staff immediately.

Signing In and Out

The sign in and out sheet will be located inside the Little Barn each morning and afternoon.

****Parents or guardians are required to personally bring their child into the program area and sign their child each morning. In addition, parents or guardians are required to personally pick up their child from the Summer Camp Program in the afternoon. All children must be accompanied by an authorized adult and signed in and out daily.** Children will be released only to those adults listed on the Child's Release Form. Additions to this list must be made in writing and given to the Camp Administrator. All summer camp staff members are required to ask for a form of a picture identification before releasing a child to an adult they are unfamiliar with. Children will not be released from our care to any person not listed on the Child's Release Form or to another child or minor.

Release of Campers

Campers will be only released to those people listed on the registration form. If in an event that your child is going to be picked up by another person not on the registration form, you will be required to fill out the "Release of Day Campers" form. This form is in your packet. Please make sure that a staff member receives this prior to the pick-up time.

Custody Agreements

The YMCA is willing to work with the parents of each child in the case of custody agreements. This may require a copy of the custody agreement as it is our goal to cooperate and assist in any way possible to ensure the safety of each child. Parents will not be denied access to their children.

Parent Participation

The YMCA encourages parents/guardians to play an active role in their child's care. Parents/guardians shall have access to the Summer Camp Program at all times to interact and visit with their child. Parents/guardians are encouraged to participate in family events and volunteer opportunities within the program. Parents/guardians interested in serving on a family advisory committee regarding the Summer Camp Program should contact the Camp Administrator. A conference regarding the progress of your child may be set up by calling the Camp Administrator. Parents, Guardians and Staff with specific concerns for the program may call the Camp Administrator at (740-453-9622), or schedule an appointment to meet in person with the Camp Administrator.

Communicable Disease Policy

The YMCA strives to maintain a clean and healthy environment. However, we realize that children become ill from time to time. YMCA camp staff will be trained in recognizing the signs and symptoms of illness, washing procedures, and disinfecting procedures. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring any sick or "mildly ill" child to the program for they will be sent home. Please also plan ahead and have a backup care plan in place if you are not able to take time off from work or school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent/guardian or emergency contact:

- *Temperature of 100 degrees F in combination with any other signs of illness.
- *Diarrhea (more than three abnormally loose stools within a 24 hour period).
- *Severe coughing (causing the child to become red in the face or to make a whooping sound).
- *Difficult or rapid breathing.
- *Yellowish skin or eyes.
- *Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- *Untreated skin patches, unusual spots or rashes.
- *Stiff neck with elevated temperature.
- *Evidence of nits, lice, scabies or other parasitic infestations.
- *Vomiting more than once or when accompanied by another sign of illness.
- *Sore throat or difficulty swallowing.
- *Unusually dark urine and/or gray or white stool.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent or guardian will be notified. If a child does not feel well enough to participate in program activities, the parent or guardian will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a camp staff member. The child who is ill will be carefully observed for worsening conditions. The cot and any linen used will be washed and disinfected before being used again.

Any summer camp staff who displays signs or symptoms of illness as listed above will be sent home immediately and the Camp Administrator will be contacted.

A child who may be experiencing minor cold symptoms, but who is not exhibiting any of the previously listed symptoms above may still attend the Summer Day Camp Program. Children will be readmitted to the program after at least 24 hours of being free of a fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Parents/guardians will be notified by person or in writing if any child has been exposed to a communicable disease.

The Ohio Department of Job and Family Services communicable disease chart is posted by the sign in/out book at the site.

Behavior Management

When a child engages in inappropriate behavior that threatens the health or safety of themselves or others, the YMCA summer day camp counselors will do the following:

1. Take immediate action to stop the behavior
2. Discuss the situation with the child. Attempt to find out causes of the behavior
3. Focus on redirecting and giving campers choices and options
4. Counselors will document any incidents and maintain constant and consistent communication with parent of the child.

The YMCA staff are here to help and support the children. Our top priority is to offer each child a safe, enjoyable, and nurturing environment, at no time will discipline be physically or verbally abusive. All discipline will be developmentally appropriate with praise for positive behaviors.

*****The Summer Camp methods of managing behavior apply to all employees of the center*****

****Guidelines**

1. All children are expected to respect the rights and feelings of others and to avoid disruptive behaviors that would interfere with program activities. Aggressive behaviors such as hitting, kicking, biting, tripping, verbal put-downs, spitting and other similar inappropriate behaviors will not be tolerated.
2. All children are expected to follow all directions given by staff regarding safety procedures and to stay with the group for all scheduled activities.
3. The program strictly prohibits the use of alcohol, tobacco, and drugs, except prescribed medications or over-the-counter medications with proper written consent.
4. All children are expected to respect the private property of others and to understand that stealing or vandalizing the property of others will not be tolerated.
5. The YMCA has a zero tolerance policy in regards to serious threats (verbal or physical) to other children, families, or YMCA staff members.
6. Weapons are strictly prohibited in any YMCA program.

When a child's persistent or dangerous behavior takes too much time and attention away from the needs, safety, and well being of other children, or causes disruption of the program objective, the possibility of suspending or expelling the child from the program will be considered. The decision to suspend or discharge a child is a difficult one to make and will be carefully considered before action is taken. In the event that a child has to be permanently removed from the summer day camp program, payment for that current week will not be refunded. However, any payments made in advance for upcoming weeks will be refunded.

Termination of Child Care Services

The Muskingum Family YMCA reserves the right to discontinue child care services under any of the following conditions:

1. Failure to abide by any of the responsibilities or conditions included in the Parent Manual.
2. Severe behavior by the child which disrupts the group, including repeated instances of failing to listen to YMCA staff; refusal to follow program rules; excessive use of physical force, including hitting, pushing, kicking, or biting; verbal abuse; or excessive threats to use physical abuse.
3. Failure of parents/guardians to treat staff or other parents or children respectively.
4. The Summer Day Camp Program follows a zero-tolerance policy in regards to weapons. Any participant, parent/guardian or family-authorized adult that uses or possesses or threatens to use or posses a weapon at any time may be permanently expelled from the Summer Camp Program.
5. Any check for payment returned to us for non-sufficient funds by the bank will result in either cash payments only or termination of services.

Child Abuse Reporting

The Summer Camp Program will not abuse or neglect any child and will protect children from abuse or neglect while the children are in the program's care. The Camp Administrator of the program and each employee are required to immediately notify the local Job and Family Services Agency when they suspect that a child has been abused or neglected.

Camper's Medication

Please fill out the "Request for Medication" form if your child needs to be administered medication during day camp. Medication will be kept at the camp site. The camp site director or an assignee will be responsible for giving the camper the required medication, food supplements and/or modified diets. School age children may have and use inhalers or medication when needed for emergencies. Please list these requirements on the request for medication form to notify camp staff.

Camp Staff/Child Ratios

At the YMCA Day Camp we want to ensure the safety of every child and we guarantee that the children will be supervised at all times. With a dedicated and trained staff we provide a 1/18 ratio of counselors to campers. Maximum group size is 36. There will be times when we conduct all group camp activities.

Age Appropriateness

Summer Day Camp for grades K-4 will be divided into 2 groups, Grades K-2 and 3-4. Adventure Camp, grades 5-7 will be separate from Day Camp. However, there will be times throughout the summer where all age groups will interact together in programming.

Accidents/Emergency Policy

1. In the case of a minor accident/injury staff will administer basic first aid and TLC.
 - A. Should a child need medical attention more than minor first aid the parents need to be notified immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents/guardians will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their own vehicles. Only parent/guardians, the child's emergency contact, or EMS will transport.
 - B. For an accident (minor or major), an incident report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid, the child receives a bump or blow to the head, or an unusual or unexpected event occurs which jeopardizes the safety of the child.
 - C. For an emergency (fire, bomb threat, gas leak, etc.), children will exit the building to the large field (located across from the Hal Hamilton Pavilion). Children will follow instructions of the emergency personnel as to whether to stay in the primary evacuation spot or to proceed to the secondary evacuation spot which is located at OUZ Campus. Staff will take the attendance roster, first aid kit, emergency contact information for the children upon exiting the building. Parents will be notified as soon as possible if an emergency evacuation has occurred.

****The Ohio Department of Job and Family Services requires at least one staff member present on site that has received training in First Aid, Communicable Disease and CPR. They also require all sites to have an updated first aid kit available in case of an accident or emergency****

In the event of inclement weather the children will be taken to the restrooms and/or basement of the cottage at Park Central.

Swimming Policy

Children will be swimming on a daily basis at Park Central. When signing for permission to swim, please be sure to indicate the skill level of your child. The YMCA will conduct a swim test to determine whether or not your child can go in the deep end of the swimming pool and also if your child needs assistance in any way. Two or more lifeguards will be on duty at all times as well as our day camp counselors supervising the pool during swim time. Without parental permission, your child will not be allowed to swim.

Weather Policy and Inclement Weather

The YMCA has enough facility space so that during inclement weather, the counselors can plan indoor activities appropriately. Our weather policy is if the temperature is hotter than 95 degrees and associated with other factors, outdoor activities will be limited. The opportunity to swim will still be offered and indoor activities will be provided.

Communicating with Parents

We believe that effective communication with parents enhances our summer day camp program. Also, an information board will be placed in the Little Barn at the drop off/pick up area for your convenience. This board will include staff availability, snack and lunch menu, weekly activity schedules, parent reminders and additional information.



Caring, Honesty, Respect and Responsibility