

DYSART SUMMER CAMP

2023



PARENT HANDBOOK

Revised 1/16/23

The overall goal of YMCA Camp is to help children grow in spirit, mind, and body. Our YMCA works year-round to be able to provide the best camp experience for all our campers- Camp is what we do! Please read through all the provided info to make you aware of all the great things going on at our summer camp and to help you understand our camp policies and procedures.

YMCA MISSION STATEMENT: To put Christian Judeo principles into practice through programs that build healthy spirit, mind and body for all.

GENERAL INFORMATION

Camp	Ages	Times	Dates
2023 Summer Camps	Completed K-5th	6:30am-5:30pm	June 5-August 25

STAFFING

Carefully screened and qualified staff are selected for experience and a desire to work with children. All staff are required to be First Aid/CPR certified as well as possess a current State Police, Child Abuse, FBI, & NSOR clearances. All camp staff receive a camp orientation training which includes such topics such as water safety, mandated child abuse prevention, & bullying and behavior modification techniques. A staff to child ratio of 1-12 is maintained.

ENROLLMENT OPTIONS

Summer Camp enrollment is for ALL 11 weeks of summer camp care at a rate of **\$145.00** per week. A registration fee of \$40.00 and a deposit of \$145 (1 week) is required at the time of registration. The weekly deposit will be applied to the last week of camp.

WEEKLY THEMES

6/5-6/09	Aloha Summer!	7/17-7/21	Christmas in July
6/12-6/16	Full Steam Ahead	7/24-7/28	Mad Scientist
6/19-6/23	Disney	7/31 -8/4	Going Green
6/26-6/30	Operation: Relaxation	8/7 -8/11	Where the "Y-ild" Things Are
7/3-7/7	Under the Stars and Stripes (Closed July 4 th)	8/14--8/18	Game On!
7/10-7/14	Splashtacular		

ENROLLMENT AND TUITION PROCEDURES

- Tuition will be charged for **ALL** 11 weeks of summer camp, regardless of attendance.
- A non-refundable registration fee per child must be paid at the time of registration (Note: Registration fee includes camp shirt.)
- Weekly tuition is **PREPAID**. Weekly tuition must be paid in full every Monday.
- If the payment arrangements are not met, a \$15.00 late fee per child will be added to my tuition bill. Failure to keep camp accounts current will forfeit non-refundable deposit and may result in termination from our camp program.
- The program closes at 5:30pm. If child is picked up after 5:30pm, late fees will be assessed. A breakdown of late fees is stated in this camp handbook under LATE PICK UP FEES.
- There will be a \$35.00 fee for returned checks-**NO EXCEPTIONS!**
- 15% sibling discount (youngest sibling pays full price; additional siblings have discount) the **older sibling(s) registered in camp gets the discount.**

PAYMENT OPTIONS

Payments must be made via debit or credit card. We will no longer be accepting cash or check for Summer Camp payments. Please complete the Auto Pay form included in your registration packet.

Auto-Pay- Authorizing the Blair Regional YMCA to charge your camp tuition payments each week on your credit or debit card. If you would like to take advantage of this option, simply complete the Authorization Form attached and return it to the Blair Regional YMCA- Attention: Summer Camp-Auto Pay

We reserve the right to discontinue service if your account becomes 5 days delinquent. We understand that occasional financial situations arise; please keep the YMCA informed as to your family's situation in advance of delinquency so we can work with you.

FINANCIAL ASSISTANCE

The Blair Regional YMCA can provide financial assistance based on the ability to pay. This requires completing a scholarship application accompanied by proof of income. All scholarships are based on availability of scholarship funds. Applications are available at the Customer Service Desk at the MAIN YMCA (Dysart Center) located at 1111 Hewitt Street, Hollidaysburg, PA 16648.

Note: Before submitting scholarship application form to the YMCA, families must first apply to ELRC (Early Resource Center) for funding. You can obtain an application by calling CCA Blair 814-515-1223, CCA Cambria 814-846-5160, or CCA Bedford 814-623-9129. If you are denied ELRC assistance, you may then apply to the YMCA for financial assistance. You must attach your denial letter from the county to your YMCA scholarship application.

SIGN IN/SIGN OUT

All parents/guardians are expected to sign their children in upon **ARRIVAL** in the morning and sign them out before **LEAVING** in the afternoon. All persons signing children in/out must be at least 18 years of age. There must be an exchange of responsibility from one adult to another, not from a child to a staff.

A driver's license must be presented to the staff before the child can be released. Once camp staff become familiar with parents on the pick-up list, staff may not ask for I.D. However, if at any time, camp staff is not familiar with a parent, we reserve the right to ask for identification. Under no circumstances should a parent/guardian approach another child other than their own. A parent who behaves in this manner will be asked to leave the facility.

AUTHORIZATION TO PICK UP

No child will be released to a person not authorized by the custodial guardian on the enrollment form. For changes in this respect, written authorization by the person who signed the enrollment form is required. Children will not be released to siblings. Staff will require identification from any person they are unfamiliar with before releasing the child. Legally, a staff cannot refuse to release a child to a verified natural parent unless there is a court order in the child's file stating that the parent does not have custodial rights. **Note:** writing on our form that you do not want a husband or wife to pick up your child does not give us the legal right to refuse pick-up. Only the courts can give us that right.

LATE PICK UP FEES

If your child is not picked up by the 5:30 P.M. a late fee will be charged.

5:31-5:45pm	\$10.00 overtime charge per child
5:46 pm-6:00pm	\$25.00 overtime charge per child
After 6:00pm	\$35.00 overtime charge per child

If your child has not been picked up by 6:00 p.m. and we cannot reach you by phone, your emergency contact number will be called and asked to come and pick up your child (ren). We understand that things come up and a late pick up may occur on a rare occasion. If you know you are going to be late, please call us so your children and camp staff are not worried for your safety.

YOUR CHILD'S FILES

Children's files must be filled out legibly and completely. All information must include complete addresses, phone numbers, health insurance, etc. All lines marked with an **X** must be signed by a parent/guardian.

- Emergency Contact/Parental Consent Form
- Health Assessment/Immunizations signed and dated by physician. Due to licensing requirements, we can only accept the health form provided in the camp registration packet.
- Vaccine/Flu Record
- Sunscreen policy/waiver signed
- Camper Questionnaire

Any pertinent information regarding your child will be added to their file throughout the summer (i.e. counseling forms, additional information from parents, and additional pick up information).

- No one else except the YMCA staff, our licensing representatives, and you will be able to see your child's file.
- We cannot release internal YMCA record keeping documents to any party without a court order.

***All paperwork must be turned in BEFORE the first day your camper attends!**

CONFIDENTIALITY

Unless we receive your written consent, information regarding your child will not be released, except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential. This excludes the responsibility held by **ALL** YMCA staff as mandated reporters of suspected child abuse and neglect as outlined by PA law or when information is subpoenaed by the court.

NON-DISCRIMINATION

At the Blair Regional YMCA equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students

CHILDREN WITH SPECIAL NEEDS

The YMCA is committed to the policy that all children should have equal access to its programs and facilities. The Y adheres to all ADA (Americans with Disabilities Act) provisions and will accommodate special needs to the extent that financial and physical resources permit. So we may provide a positive experience, we ask that parents please contact the camp director if your child has any special needs requiring accommodations prior to enrolling in camp. Parents should also list special needs or unique requirements on enrollment forms. The following are some of the questions that may be asked:

- Can the child participate in 1:12 ratios? (State regulated staff to children ratio)
- Does the child require 1 on 1 supervision?
- Can the child withstand heat, the outdoors and environmental change?
- Can the child perform toileting functions independently?
- Does the child frequently hide or run from adults?
- Does the child exhibit aggressive tendencies to solve conflict?

HEALTH INFORMATION

The health of the child enrolled in our program is of major importance to us. Please make sure that the staff are aware of any special needs or considerations your child may have. All information forms must be completed before a child attends camp. Please be aware that we cannot care for children with a contagious illness. This includes measles, mumps, chicken pox, whooping cough, pneumonia, pink eye, fever, vomiting, ear infection, diarrhea, skin rashes, severe coughing, strep throat, lice, or yellow mucus discharge from nose. If your child becomes ill in our program, we will call you and you must plan to pick up your child **IMMEDIATELY**. Our camps are not equipped to care for sick children.

Children who are identified as having lice will not be allowed to return until they are 100% nit free. Our staff will be required to do a head check at drop off the first day the child returns.

Camp staff should also be made aware of children who have allergies such as bee stings. This should be noted on the health history and known to camp director and camp staff. **Any child with an inhaler or Epipen must have the proper medicine on site and a completed med log on file.**

PARENTAL NOTIFICATION

Parents will be notified immediately in case of serious accident, injury, or allergic reaction at camp. If the injury is minor, parents will be notified at the time of pick-up. Examples of minor accidents or injuries would include small scratches, cuts, scrapes, or minor bruises.

CHILD INJURY POLICY

If your child has an injury that may require more than our first aid skills allow, or your child has an injury to the head of any kind, we will make an immediate attempt to contact you and/or the person you have designated in case of such emergencies. If necessary, we will call an ambulance. The program will maintain a parent's signed consent form agreeing to this provision. Please make every effort to keep the YMCA up to date on phone numbers, emergency numbers, and other pertinent information. This is of the utmost importance because the hospital will not treat your child without you being there.

GENERAL RULES

Hands, feet and objects are kept to yourself.
ALWAYS ask permission to go anywhere.
Respect counselors and follow camp rules.
Be kind and considerate to our summer camp friends.

DRESS CODE

Campers should wear comfortable and appropriate clothing for indoor and outdoor activities. Please expect your camper to participate in a variety of other outdoor activities that may result in soiled clothing. We do not reimburse for clothing rips, stains or wear and tear. Campers should wear sneakers every day of camp. Open toed or backless shoes are neither suitable nor safe for some camp activities.

WHAT TO BRING TO CAMP

- Comfortable shoes
- Change of clothes in a labeled ziploc bag
- Hat
- Water Bottle

WHAT NOT TO BRING TO CAMP

- Electronics or video games
- Toys
- Personal items from home
- Valuables
- Campers found with weapons, drugs, alcohol or engaging in activity that is deemed extremely unsafe or negligent will be expelled immediately from camp. No refund will be issued in these circumstances.

All items brought to camp must be labeled, including clothing. The YMCA Camp is not responsible for lost or broken items. **Note:** Cell phones are permitted but must be turned off and used only in an emergency.

FIELD TRIPS

Campers are transported by bus for all field trips. To ensure optimum supervision of the campers while on the field trip, all the camp staff are required to go on the field trips. If your child does not want to go on a specific field trip, you must plan for alternate care that day. **There are no fees for our 2023 Field Trips.** Please note, spending money to buy “extras” on field trips is optional and at the parent’s discretion. Additionally, please send a bag lunch and drink with your child. Ice packs for bag lunches are recommended. Refrigeration is not available.

Tentative Locations for 2023 Field Trips:

- *Delgrosso’s Amusement Park
- * Bellwood Pool
- * Morrisons Cove
- * Lakemont Park
- * Canoe Creek

*****Campers must wear their camp t-shirts on field trips*****

SWIMMING

Campers will have an opportunity to swim weekly at the YMCA. A swim test is conducted by the lifeguard once per week to assess the swimmer’s ability. The lifeguard will then determine if the camper is able to swim in the deep end, only the shallow end without a life vest, or only the shallow end with a life vest. All campers who use floatation devices are required to stay in the shallow end.

A swim schedule with more details will be provided before camp begins.

SUNSCREEN POLICY

The Blair Regional YMCA Summer Camp’s policy is to do everything possible to protect our campers from excessive exposure to the sun, while still allowing them to get the most out of our outdoor games and activities. Parents **DO NOT** need to supply sunscreen for camp this year. The Blair Regional YMCA will provide sunscreen for reapplication during the day. We will be utilizing sunscreen application centers to ensure that sunscreen is always available to our campers. The sunscreen being supplied will be Banana Boat Sport Ultra 50+. A sunscreen permission slip must be on file for use.

Families are responsible for applying a thick layer of sunscreen prior to morning drop off. During the camp day, camp counselors will take all reasonable and appropriate steps to assist each child reapply sunscreen to exposed skin prior to campers’ participation in outdoor programs. Counselors will assist younger campers in applying sunscreen. However, campers 8 years and up will be responsible for applying their own sunscreen during the day (with plenty of reminders from their counselors).

Counselors will not apply sunscreen when skin is broken, or an adverse reaction has been observed. When staff notices these reactions, they will report them to Head Counselor/Camp Director who will contact the camper's family. If for any reason, counselors cannot apply sunscreen on camper, he/she may not be able to participate in outdoor activities for his/her protection. Note: Camp staff cannot assist campers in putting on sunscreen unless sunscreen waiver has been signed and returned.

The Blair Regional YMCA reserves the right to send any camper home who may endanger themselves or make injuries worse due to sun exposure while attending camp, this includes refusing to apply sunscreen. Parents who feel that their child does not need sunscreen will need to write a note stating this. This note will be kept on file.

MEALS/SNACKS

Your child will need to pack a healthy lunch and drink each day. Ice packs for bag lunches are recommended- refrigerators and microwaves are not available. On field trip days, please send a bag lunch and drink with your child. An afternoon snack will be provided, but you may also send a snack with your child if you prefer.

COMMUNICATION

WEEKLY SCHEDULES The weekly schedule will contain details on the theme and activities planned, items campers may need to bring to camp, swimming times, and field trip information. The papers are available in each camp room.

FACEBOOK—Follow us on our YMCA Summer Camp Facebook Page! Our Facebook page is a closed group for camp families and YMCA staff only. You can find us on Facebook listed as **Blair Regional YMCA Summer Camps**.

BAND

The **BAND** app allows the camp director to send important camp messages straight to the cell phones of all camp parents while keeping all contact information private. You will receive notifications about schedule changes, reminders about upcoming events, and other important camp-related information. Sign up information for the BAND app will be provided prior to the start of camp.

NO BABY-SITTING POLICY

All staff are not to fraternize, babysit, or have contact with children outside of the program hours. This restriction extends to transporting of family members to and from the YMCA, or any other function that is not YMCA program related.

PROGRAM EVALUATION

Program evaluations happen a minimum of once per summer. Please consider giving feedback during these opportunities to help us develop and improve our programs.

LOST AND FOUND

Lost and found items will be located in the south side lobby. Please check this basket at the end of each day for child's belongings. Following the last week of camp, we will donate items left in the baskets to local charities.

DISCIPLINE POLICY

The Blair Regional YMCA Summer Camp Program is centered on the children for whom we care. We seek to provide programs designed to support children's growth and to challenge them to learn, each as an individual with unique learning style and way of responding to the world. Given the diversity of the families and communities that we serve, it is incumbent upon us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program.

The Blair Regional YMCA Summer Camp Program sees a solid partnership with our families as a basis for their children's success within our program. Because the YMCA Summer Camp Programs' child-centered/family approach seeks to accommodate a wide range of individual differences, it is only on rare occasions that a child's/family's behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you to avoid a child's disenrollment from the program.

Working Towards a Positive Solution

In ALL cases, the YMCA's goal is to act quickly, thoughtfully, and thoroughly to communicate, address, and resolve concerns relating to the children in our care. Staff will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s) before a disenrollment occurs.

When a child's camp counselor or an administrator has concerns about a child's behavior or other circumstances, they will document such concerns as soon as they arise. The YMCA will inform and involve the child's parent/guardian by notes, phone calls, and meetings as necessary, to establish a collaborative environment and to review strategies implemented to resolve concerns (and their relative success).

If the child's behavior is problematic, a review of that behavior using developmental tools will aid in understanding the behavior in its appropriate context. This review includes input from several counselors and administration, so that a checks and balances are used to analyze the problem.

As the YMCA Summer Camp Program develops strategies to address a child's problem, a variety of options should be considered, including:

- changes to the physical environment
- the daily structure of activities
- consistency
- transition times
- redirection

Similarly, camp staffs' expectations, management skills, and intervention techniques should be evaluated and changed to adapt to the circumstances. Whenever possible and appropriate, efforts are made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child. Literature and other support resources regarding improving behavior will be provided to the family.

Camp staff will use positive guidance, redirection, and planning to prevent problems. They will encourage appropriate behavior using consistent, clear expectations and involving children in problem solving to foster the child's own ability to become self-disciplined. Additionally, staff will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions. Camp staff will use discipline that is consistent, clear and understandable to the child. They will help children to learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, and learn turn taking. It is the YMCA's goal to provide the parents enough time to take the necessary corrective action to allow the child to remain at the YMCA and to provide them with sufficient notice of the potential for disenrollment, so they can secure alternative care.

When appropriate, we may suggest an evaluation by a professional consultant to come in and observe the child in the school and/or home base environment. The Blair Regional YMCA will offer families a list of behavioral health organizations and Early Intervention Programs to contact. Families can contact 1-800-692-CONNECT. OCDEL also offers help through this Survey Monkey link: www.surveymonkey.com/r/PAExpulsionHelp

DISENROLLMENT

The decision to disenroll a child from the YMCA Summer Camp Program is a difficult one for both the YMCA and the family. The following are some reasons why we would have to disenroll child or family from our program. Some examples of such instances include:

Child's Actions:

- Child unable to adjust to the program after a reasonable time
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Concern for the safety of your child and/or other children

Parental Actions: The YMCA understands the parent's desire that their child is entitled to a pleasant and harmonious environment at any YMCA Youth Programs. Respect for every child, parent and staff will be demonstrated always. Parents are always expected to display themselves in a reasonable manner while participating in YMCA Youth Programs. If it is found that parents are exhibiting inappropriate behavior, disciplinary action will be taken. **CHILDREN CAN AND WILL BE DISMISSED FROM ANY YMCA PROGRAM BECAUSE OF THE BEHAVIOR OF THEIR PARENT.**

- A parent/guardian fails to abide by Program policies or requirements imposed by appropriate licensing agency.
- Non-payment of tuition
- A parent/guardian demands special services that are not provided to other children and cannot be reasonably delivered by the program. This includes requests that depart from the mission of the Blair Regional YMCA.

Immediate Causes for Disenrollment

- A parent is physically or verbally abusive or intimidating to the staff, children, or anyone else in the program.
- Potentially dangerous behavior by a parent or child

If the behavior has not been resolved after all actions have been exhausted, a conference will be held with the child's parent/guardian to communicate the YMCA decision to disenroll. A follow-up letter will be provided which will include, if applicable.

- the reasons for the disenrollment or suspension
- the date of the disenrollment or length of the suspension, which affords the parent enough time to seek alternative care
- the expected behavior changes required for the child or parent to return or to resume or continue enrollment at the YMCA Summer Camp Program

If the YMCA Summer Camp Program has no other recourse but to disenroll a child, the YMCA will maintain on file a record of the circumstances, parental notification, and corrective actions taken.

BULLYING POLICY

The YMCA Summer Day Camp has a zero-tolerance policy for any sort of bullying (this may include but is not limited to name calling, singling out, hitting, shoving, and aggressive behavior). Zero Tolerance means that your camper may have to be picked up immediately if any sort of bullying occurs. This zero-tolerance policy includes parental behavior towards staff. The camper may not be allowed at camp if there is poor behavior from anyone (including parents/guardians).

CLOSING REMARKS

At the Y, we believe that one of the most memorable parts of camp is the friendships campers make at camp. We believe that if **EVERY CAMPER** does not meet and have at least one new friend by the end of summer, we have failed. Encourage your camper to branch out, try new things and meet new people-this is a great life skill for them to learn now! The Blair Regional YMCA has designed our Summer Day Camp Program with the needs of you and your children in mind. Please keep us informed of any concerns that you may have so that we may better serve you better.

Any questions please contact:

Lauren McCrum

Camp Director

Ph.: 814-695-4467 EXT 250

Email address: lmccrum@blairregionalymca.org

CAMPER QUESTIONNAIRE

Please help us build a positive camp environment by providing some details about your campers' preferences, strengths, and needs.

Camper's Name (and preferred nickname):

Allergies:

Special Needs or Considerations:

My child is the happiest when:

My child's strengths are:

Things that are challenging for my child:

Techniques that help when my child becomes frustrated:

Any additional information you'd like to share: