



**GREATER SCRANTON YMCA
PARENT SURVIVAL GUIDE**

Day Camp 2018

WELCOME TO SUMMER DAY CAMP AT THE GREATER SCRANTON YMCA!

Whether you are one of our many returning camp families or new to the program, we would like to welcome you to another fun-filled, action-packed summer with old and new friends. YMCA day camp is a fun way to enjoy the summer and for parents it's a way to give children a positive experience that builds character.

Communication and parent involvement are essential for a positive camp experience. Please make every attempt to read the literature emailed or printed and sent home. Your understanding and cooperation with camp policies will ensure a smooth summer for all of our children.

This guide provides helpful camp information. If you need additional information, have questions or would like to discuss your child's camp experience, please feel free to contact the Camp Senior Staff. We look forward to serving your family this summer!

Mission Statement

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

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YMCA Core Values

The Greater Scranton YMCA is committed to a value-based character development program. Teaching of the following core values is incorporated into all youth activities:

- *Caring*: To love others, to be sensitive to the well-being of others, and to help others – includes compassion, forgiveness, generosity, and mercy.
- *Honesty*: Telling the truth, earning other's trust, having integrity, and making sure your choices match your values. - includes trustworthiness and fairness.
- *Respect*: Treating others as you would have them treat you and valuing the worth of every person, including yourself. – includes acceptance, empathy, self-respect and tolerance.
- *Responsibility*: Doing what is right, what you ought to do, and being accountable for your behavior, actions and obligations – includes commitment, determination, self-discipline, cleanliness, and helpfulness.

Character Value Expectations

In keeping with the YMCA mission and core values of Caring, Honesty, Respect and Responsibility, appropriate behavior is expected of all participants in YMCA programs. Respectful interactions with program participants and YMCA staff are at the core of the YMCA mission and essential to having a successful program experience. Non-YMCA patrons are also to be treated in a manner that is consistent.

- Every person has the right to be safe and healthy within his or her YMCA program environment including; security and privacy of personal items and freedom of verbal, physical and mental abuse.
- Every person has the right to be respected and treated fairly in a civilized manner.
- Every person has the right to grow in spirit, mind and body and is equally valued and important to the YMCA. It is implied that these rights apply to all individuals, staff and parents alike. If a person infringes on another's rights, the YMCA staff will practice zero tolerance and take appropriate action to remedy the situation.

Camp Staff Qualifications

All camp staff are required to complete a thorough background check and 30+ hours of staff training, including child abuse prevention, anti-bullying training, first aid and CPR.

Day Camp Hours

8:00 am – 5:30 pm (late pickups will be charged extra fee at the time of sign out)

Extended Care Hours (at an additional fee) AM: 6:30-8:00 | PM: 5:30-6:00

The extended care fees cover both before and after extended care for the entire week. When you register for a session with extended care, the additional fee is already added to the base day camp fee for the program you have registered for.

Registration Information

Camp Deposit – a non-refundable camp deposit of \$20/child/week is required at the time of registration for camp; unless you are paying for the weeks in full at the time of registration.

Session	Week of	Payment Due	Date Paid	Method of Payment
1	6/11/2018	6/8/2018		
2	6/18/2018	6/15/2018		
3	6/25/2018	6/22/2018		
4	7/2/2018	6/29/2018		
5	7/9/2018	7/6/2018		
6	7/16/2018	7/13/2018		
7	7/23/2018	7/20/2018		
8	7/30/2018	7/27/2018		
9	8/6/2018	8/3/2018		
10	8/13/2018	8/10/2018		
11	8/20/2018	8/17/2018		

Payment Policy – Payment in full is due one week prior to the start of each of your registered sessions of camp. Payments may be made online through our account management link to Daxko, or at the Greater Scranton YMCA Welcome Center in the form of cash, check (payable to the Greater Scranton YMCA), debit or credit card (Visa, MasterCard, American Express, and Discover).

Balance Due Table (Can be used to keep track of your payments and when they are due)

Camper Paperwork & CampDoc - after you have registered for your camp session(s) you will receive an email from CampDoc. This is the secure server that we use to store all of your camper’s paperwork. There are however 2 forms that you need to

complete and turn in 1. the Consent Form & 2. the Health Form, both of which are available to download on our website, through CampDoc or you can get a hard copy at the Welcome Center of the Greater Scranton YMCA. Please note that all paperwork **MUST** be completed and turned into the YMCA prior to your child attending camp. No camper will be accepted with incomplete paperwork, this is a Pennsylvania State regulation and is not negotiable.

Session Change Procedures – Please notify the day camp senior staff in writing of any changes desired in registered sessions (we require at least 1 weeks' notice for the deposit to be transferred to the newly requested session).

Refund Policy – There are no refunds available. All enrollments must be paid in full and are non-refundable. Sickness, family activities or behavioral issues resulting in a camper being asked to leave camp do not qualify for a refund.

Late Pick Up Fee – The camp day ends at 5:30 pm. If you are going to be late picking up your child please arrange to have an emergency pick up person arrive by 5:30 pm or you can register for the extended care option which allows your child to remain in our care until 6:00 pm. A late fee of \$10 per child will be added to your account for every 15 minutes that you are late.

Financial Assistance - Financial assistance offers you and your family the ability to participate in our YMCA's programs at a reduced rate.

Our Day Camp program is a licensed program, therefore, we ask everyone to apply for CCIS (title XX) first. Parent/guardian needs to be working or going to school and working 20 hours /week. If you have a special circumstance which would make you ineligible for CCIS (title XX), you can apply for our YMCA scholarship. Forms are on our website for download or available at the Welcome Center desk.

How do I qualify?

Submit the completed financial assistance application (available online or at the Y) as well as the requested support documents to the YMCA. As part of the YMCA's mission, financial scholarships are available based on the need and availability of funds. A sliding fee scale shall be used to determine the level of assistance for each applicant. Scholarships are based upon the gross income and family size. All information is confidential.

Daily sign-in/out procedures

- ⇒ All campers **MUST** be signed in and signed out daily by a parent/guardian or other designated person listed on the camper's emergency contact form.
- ⇒ The Camper must be accompanied into the YMCA and more specifically to their designated area of the Y and placed in the supervision of their camp counselor.
- ⇒ **Campers are NOT permitted to sign themselves in or out.**
- ⇒ Campers are separated by the camp they are registered for (i.e. Sunrise,

Discovery, Explorer, etc.) and are in designated areas of the YMCA. Please check the white board in the lobby to locate your camper's group.

- ⇒ A sign in/out area will be available when you arrive at your camper's area.
- ⇒ Identification will be checked daily. Anyone who you have listed as an authorized pick-up person will be asked to show photo identification at the time of camper pick-up. While we know that it can be inconvenient to show your ID every day, we appreciate your support of our staff in helping to keep your camper safe.
- ⇒ For the safety of your camper, we will not release them to anyone who appears to be under the influence of drugs and/or alcohol.
- ⇒ Please pick up your camper on time each day. If an emergency arises and you are unable to reach the Y before day camp ends, call the Welcome Center to have them inform the counselors of your progress.

Please be advised that if an adult not on the pick-up list comes for your child, we will not be able to release your child to that person, even if the child recognizes that person. **All persons signing out children must be at least 18 years of age.**

Emergency Pick-Up Situations

In an emergency the camper may be released to an individual upon the verbal designation of the parent/guardian, if the identity of the individual can be verified by a staff person (PA Code 3270.117).

1. Identifying Parent for verbal designation
 - A. After parent/guardian requests a verbal designation for pick-up staff must verify it is the parent who is making the request.
 - B. Staff must call the parent back via one of the telephone numbers listed on the child's contact information form.
 - C. If the parent/guardian answers and confirms that they made the request, we will log the following information:
 - i. The name of the parent making the request.
 - ii. The date and time of the request.
 - iii. The name of the individual to whom the child is to be released.
 - iv. The name of the staff person taking the call.
 - v. The name of the staff person releasing the camper.
 - D. When the verbal designee pick-up arrives, we will check their ID to ensure that they are the designee and we will log their ID State and number before releasing the camper.
2. For the safety of the campers we serve, we will not release the child to anyone who appears to be under the influence of drugs and/or alcohol.
 - A. If the authorized adult appears to be under the influence of drugs or alcohol, for the camper's safety, staff will ask for the child to be transported by another approved adult.

- B. If the parent/care giver refuses to contact someone else staff will call the police immediately and not release the child to the parent.
- C. The staff will then contact the Day Camp Senior Staff member on duty and inform them of the situation. If they cannot be reached, the staff will contact the Associate Executive Director or the CEO as necessary.

Custody Issues

At the time of enrollment you will be required to inform of us any arrangements regarding a custody agreement. If there is a custody agreement that prohibits a family member from picking up your camper, you must provide a copy of said agreement upon registration. If your child's information changes, we ask that you update the information with a member of the Day Camp Senior Staff within 24 hours. If you anticipate a problem, please contact the Senior Director of Camping Services with any concerns.

YMCA Behavior Management Guidelines

It is the goal of our YMCA to provide a healthy, safe and secure environment for all day camp participants. The YMCA teaches us core values of caring, honesty, respect, and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

Behavior guidelines

People are responsible for their actions. We respect each other and the environment. Honesty will be the basis for all relationships and interactions.

- Staff will redirect the camper to more appropriate behavior.
- The camper will be reminded of the behavior guidelines and day camp rules, and discussion will take place.
- If the behavior persists, a parent will be notified of the problem.
- The staff will document the situation. This written documentation will include what provoked the problem, and the correction action taken. what the behavior problem
- Camp Director will schedule a conference with the parent/guardian so they can determine the appropriate action. Camp Director will schedule a progress check or a follow-up conference.
- If the problem still persists, a conference that includes the parent/guardian, camper, staff, and camp director will be scheduled. The camp director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present,
- If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent/guardian may be notified and expected to pick up the child immediately.
- If a problem persists and a child continues to disrupt the day camp program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day:

- Endangering the health and safety of children and/or staff, members and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the day camp program without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity frequently
Acting in a lewd manner

If any of these behaviors persist, the Senior Director of Camping Services will expel the camper depending on the severity of the behavior. Immediate expulsion will occur if a camper is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

Illness Policy

We ask that you please keep your camper at home if they are sick. Many communicable diseases start with cold-like symptoms. The YMCA asks to be informed of the nature of any illness, especially when it is communicable to others. If, at any time, the staff feels that your camper is too sick to remain in the program, you will be called. You, or someone you designate who is authorized on your camper's paperwork for pick-up, must pick up your camper within one hour of receiving the phone call. This policy is for the safety of all of the campers and the staff.

Your camper should not be sent to Day Camp, and will be sent home, if any of the following conditions are apparent:

- A temperature of 101 degrees or more within 24 hours
- Vomiting or diarrhea within 24 hours
- Rash (if cause is unknown)
- Suspected communicable disease
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections such as strep
- Nits or lice in hair

Parents please notify us within 24 hours if your camper has a communicable disease, such as chicken pox, pink eye, strep throat or lice so that we can inform other parents and staff. Your camper is welcome back to Day Camp with a note from the doctor or reasonable evidence of recovery.

Medication Policy

A copy of a doctor's order (prescription) and a completed medication log form (available on our website at: www.greaterscrantonyymca.org) must be submitted prior to the administration of **all** medications. All prescription medication must be in

its original container with the pharmacy label intact, with your camper's name, dosage, doctor's name and phone number, date the prescription was filled, expiration date and specific instructions for administering and storing the medication. You may want to ask your pharmacist to divide the medication into two bottles; one to be kept at home and one to be kept at camp.

Over-the-counter medication will only be accepted if it is in the original container and age appropriate per the label. Parents must provide detailed information on dosage from a physician.

Allergies

When filling out the CampDoc information, please be sure to be specific if your camper has any allergies to food or materials (example: latex). We require an Allergy Action Plan to fill out if your camper has allergies. If your camper requires an Epi-pen due to severe allergies please provide at least one non-expired Epi-Pen to keep in the camp area. You will also need to fill out a Medication Log form to be kept with the Epi-Pen. It is the parents' responsibility to ensure that new Epi-pens are given to the Day Camp Senior Staff when existing Epi-Pens expire. Parents are also responsible for the disposal of used Epi-pens. It is our policy that if your camper is prescribed an Epi-pen and it is used in response to an emergency situation, paramedics will be notified immediately.

Medical Emergency Procedures

In case of an accident, the following emergency procedures will be followed:

A staff member will administer immediate, basic first aid. 911 will be called if needed. 911 is called for all serious neck/head injuries. A staff person will accompany the child to the hospital and stay till the parent or guardian arrives.

A staff member will contact the parent if immediate medical care is necessary.

Information regarding the accident will be recorded. Any necessary forms will be completed by YMCA staff.

Medical Insurance

In the event that your camper needs medical treatment, you are responsible for any cost associated with the treatment. Parents will be notified of any serious accident (as listed above) or illness that requires treatment.

Child Abuse Reporting

The Child Protective Services Law of Pennsylvania requires all licensed care givers or any persons in contact with children to report any suspected child abuse to CHILDLINE immediately. Every staff person at the YMCA will comply with this law to protect the health and safety of all of the children.

Special Needs

The Greater Scranton YMCA strives to provide programs that include campers of different abilities. Our goal is to provide high quality programs and highly qualified staff to enable your camper to have a fun, successful, and enjoyable learning and social experience. However, the Greater Scranton YMCA is not a disability advocacy agency and its staff and personnel are not experienced in managing special needs for medical, physical, behavior intellectual abilities and challenges.

If your camper has an IEP or behavior plan the YMCA welcomes the opportunity to discuss a care plan for your camper before Day Camp can be started. (We will also need a copy of their IEP or behavior plan.) This can include the need for families to provide additional services (TSS, PCA, and aide) if you or the YMCA feels that they are necessary to ensure your camper's experience in the program will be fun and rewarding. If your camper requires the assistance of an aide during the school year, the YMCA requires that an aide is present for Day Camp whenever your camper attends.

When a TSS or PCA is assigned to your camper, they are to remain with your camper at all times to provide the necessary support to make your camper's experience successful. We will call the parent/guardian to pick up any camper for the day if the camper's TSS/PCA worker fails to report.

Release of Records

A request must be made in writing prior to the YMCA releasing any records. In order to fully protect your camper's privacy we will not accept any faxes. Requests for the release of records will only be granted to persons/caregivers registering the camper for our programs. Any release of information will be made according to the Greater Scranton YMCA operating procedures with regards to business records.

Surveys

From time to time throughout the summer, the YMCA will send out paper/electronic surveys to parents to provide you with a voluntary opportunity to provide anonymous feedback on the program and our level of service to you and your camper. We encourage your participation in these surveys as it is a significant tool for the YMCA to strive for program excellence.

Code of Conduct

Babysitting

The Greater Scranton YMCA Staff Code of Conduct prevents all staff from babysitting or transporting any program participants.

Relationship between families and staff

The YMCA believes that the best way to ensure a great camp experience for your child is for parents and staff to have a relationship with the best interest of your camper in mind. We want to work together to learn about your camper. Please

contact the Senior Director of Camping Services or the Day Camp Senior Staff with any questions or concerns.

Parent Communication

It is our firm belief that communication and cooperation between the parents and the camp staff are key to providing and maintaining the highest quality Day Camp experience for your camper. A weekly parent newsletter will be available at the Welcome Center and on the sign-out table. This newsletter has all the information that a parent will need to know about camp for the upcoming session. We also require that our parents subscribe to Remind, our texting/email app. This is so we can send out quick reminders and share important information for our Day Camp program. It is a two-way communication system which allows you to reach the Day Camp Coordinators or the Senior Director of Camping Services should you have a question or concern. You can also contact the senior staff at the numbers provided.

*Please make every effort to read all materials that we send home with your child or publish through our Remind app.

Parent Notification

The Day Camp Senior Staff will contact a parent/guardian in the following instances:

If the camper must go to the doctor or hospital

In the event of a head injury

If the camper is too sick to participate in the daily program

If we are dealing with a behavior issue and need your assistance to correct the behavior

If the camper violates the camper behavior agreement and is to be dismissed from camp

What to Bring to Camp

- Backpack
- Water bottle
- Sunblock
- Bug spray
- Bathing suit (no bikinis or speedo/brief style suits)
- Beach towel
- Sunglasses (optional)

The camp dress code mirrors the policies of most schools. No spaghetti straps, strapless attire, short shorts, leggings, blouses that reveal midriff or open toed shoes. Also included is clothing that portrays inappropriate behavior, logos, or language that could be offensive.

Swimming

14 Years of Age and Younger

The Greater Scranton YMCA is committed to ensuring everyone is safe while swimming in our pools. All those using our pools under the age of 14 who wish to be in water deeper than armpit depth, must pass our swim test, and will be issued a

green, yellow or red breakaway neckband. All who choose not to take the test will be issued a red neckband. These bands help our lifeguards to identify if a child/youth is outside of their swimming ability area.

Neckband color & Ability Level	Swim Test Child can demonstrate these skills	Protection/Support
RED – Non-Swimmer or Beginner	Chose not to take Test OR Cannot swim on stomach at least 15 feet AND Cannot do a front float & return to a standing position Cannot do a back float & return to a standing position	Must stay in shallow water no higher than arm-pit depth. This may mean remaining on ramp during recreational swim time Have an adult in the water who is providing contact support – hands on
YELLOW – Intermediate	Can Swim on stomach at least 15 feet AND Perform a front float & return to a standing position Perform a back float & return to a standing position	Must stay in shallow water no higher than arm-pit depth. This may mean remaining on ramp during recreational swim time Have an adult in the water who is within 3 feet of the swimmer at all times
GREEN – Proficient	Can Swim 25 yards (1 length of our pool) on stomach in a prone position (legs do not drop lower than a 45 degree angle) comfortably AND Jump into deep water, return to surface then tread water for one (1) minute, then level off & return to the side	6 years and under must have a parent/guardian in the pool area 7 years and over may swim in any section of the pool scheduled for recreational swim
FORGOTTEN NECKBANDS	Swimmers who forget their neckbands will be considered “Red” level swimmers for the day	
LOST NECKBANDS	Swimmers will have to be re-tested and will need to pay \$5 for a replacement neckband. Parents should stop at the desk, pay the \$5, present the receipt to the counselor to take to the pool for the Aquatic Staff to re-test.	