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**BEST  
SUMMER  
EVER**

**DAYCAMP PARENT HANDBOOK**

**Barbara B Jordan YMCA**

**2039 E Morgan Street**

**Martinsville, IN 46151**

**BBJYMCA.ORG 765.342.6688**

# GETTING READY FOR CAMP

## WHAT TO WEAR TO CAMP

Campers are asked to wear closed-toe shoes and socks daily. We encourage our campers to wear old clothes in which they are ready to play hard and get dirty! It is also recommended to bring a plastic bag each day (for wet items). Some may choose to keep an extra set of clothing in their back pack for days where we get especially dirty or wet. This is camp and we will get dirty!!! Please keep this in mind if your family is planning on going somewhere directly after camp.

## WHAT TO BRING TO CAMP

The Food Program with the MSD of Martinsville provides daily lunch to the campers at Camp BBJ, however your camper may bring his/her own lunch. A monthly menu will be provided. **Camp Highland campers will need to pack a lunch daily.** A refillable water bottle and an afternoon snack is also needed. Refrigerators are not available, so using a small insulated cooler is ideal. It is recommended to send your child to camp with a backpack to keep all their belongings together. Send a swimsuit, towel, and sunscreen (label all items). On hot days, water games will be played, so campers should pack a swimsuit even on the days when they are not scheduled to swim, such as field trip days.

## WHAT TO PACK FOR LUNCH

Your child will feel better and have more energy during the day with healthy items packed in his/her lunch box. Pack fruits and vegetables every day: applesauce, grapes, raw broccoli or cauliflower, pepper slices, apples, Mandarin oranges, cucumber slices, berries, canned fruits in light syrup, zucchini, yellow squash, and raisins are all great choices. (Make vegetables fun with a dipping sauce like light ranch dressing!)

Pack a protein or grain option every day: cereal bars, rice cakes, cheese, hard boiled eggs, yogurt, nuts, peanut butter, granola or trail mix, and dry cereal. Use whole grain bread over white bread for sandwiches. Water is the ultimate hydrator! When packing juice, use only 100% juice. Stay away from sugar-sweetened drinks and soft drinks!

## WHAT TO LEAVE AT HOME

The YMCA is not responsible for camper possessions that are lost or stolen. The best way to prevent the loss of property is to leave valuables at home! Please leave new clothing, video games, iPods, cell phones, and expensive jewelry/watches at home. Also, campers are not to bring any money to camp, as camp trips are included in the weekly fees. In general, please don't send your child to camp with any toys.

## LOST ITEMS

We know that sometimes things get lost. Please label all of your child's belongings. Each camp has a Lost & Found in which items are kept at the camp for a minimum of two full weeks and then donated to charity. The YMCA is not responsible of lost items.

## **SUPERVISION OF CAMPERS**

Our staff is as diverse as our campers, and they are carefully selected and well-trained. All staff have been chosen for their experience, special talents, sensitivity, and creativity. They have been thoroughly screened through a complete background and criminal history check. Camp Counselors supervise a group of 8-12 campers (based on age). Their attentions are thoughtfully directed to the personal needs and development of each individual camper. The YMCA Camp Director provides the primary leadership for the YMCA Day Camps. And is available to answer parent questions and assist with any personal needs that you or your child may have. Most importantly, our staffs are people who love children. They want to spend their summer playing, teaching, and working with children. They are good people with good hearts who are silly enough to sing camp songs at the top of their lungs!

### **STAFF TRAINING**

All staff receive at least 40 hours of intense YMCA in-house training that covers the policies and procedures of camp, including how important it is to apply sunscreen throughout the day, how to do headcounts, how a safe drop-off and pick-up operates, and so much more. In addition to learning all the policies and procedures of the YMCA Summer Day Camp program, they learn techniques of how to interact with children, including how to use positive discipline, and how to detect and report child abuse. They learn songs, games, and arts & crafts projects. Our Y Staff is also certified in CPR, First Aid, and Child Abuse Prevention. At the end of our training, they are ready to use their new skills and knowledge with campers.

### **STAFF: CAMPER RATIOS**

We operate on the following ratios, which are recommended by the American Camp Association.

For camps with a wide age range, we use a 1:10 ratio.

Ages 5 to 8 years: 1:8

Ages 9 to 14 years: 1:10

### **STAFF POLICIES**

Staff members are not allowed to be alone with children they meet in YMCA programs outside the YMCA program setting. This includes babysitting, sleepovers, and inviting staff members to children's homes unless one of the following conditions exists:

1. Staff and child's family have a relationship that predates the staff member's employment or child's enrollment in the YMCA program.
2. Staff and child's family are related.

## ACCOMMODATION REQUESTS

The YMCA welcomes families and children with special circumstances. We request you schedule an individual meeting with the Camp Director prior to enrollment in camp to develop the best plan for your child. We will then be able to determine together what accommodations your child may need to be successful in our program.

## DISCIPLINE POLICY

In our programs, our top priority is to provide a safe and enriching experience for all children. To do this, we must work together to develop the best plan for each individual child.

### YMCA Program Expectations

- Speak for yourself
- Listen to others
- Use put ups, not put downs
- Care for others, the property, and yourself
- Be honest
- Show respect for all
- Be responsible for yourself
- Do unto others as you would have them do unto you

## YMCA Behavior Management Guidelines

The goal of the Y is that every child feels welcome and is successful in the Y programs. It is also the goal of the Y NOT to dismiss any child from the program however, depending on the severity of the behavior, the YMCA reserves the right to utilize these guidelines in any order:

1. Staff will redirect the child and discuss appropriate behavior.
2. The child will be encouraged to take "personal time" to regain composure and/or discuss other choices for behavior.
3. If a third reminder is given, a behavior report will be written by their counselor. A copy will be shared with the person who picks up the child that day. If a child receives three written behavior reports during the summer, the child will be suspended at the end of the day and a conference is required before the child may return to camp the following Monday. The parent or guardian is responsible for calling the YMCA to schedule a conference. There will be no refund of camp fees if the child is suspended.
4. If the child returns to camp and receives a fourth written behavior report, the Camp Director will notify the parent. If necessary, the parent will be asked to pick up the child immediately. After this report, the child will be dismissed from the program for the remainder of the summer. In most instances, the child is eligible to return the following summer. There will be no refund of camp fees if the child is suspended.
5. If the severity of the problem is great enough after the first incident and the Counselor consults with the YMCA Camp Director, suspension from the program will be effective immediately without following the above steps. The Camp Director will notify the parent. There will be no refund of camp fees if the child is suspended.

# GENERAL POLICIES

## PART TIME ATTENDANCE

If your child will be coming part time to day camp (1-2 days), please make sure to select the dates that you need during registration. If you need to attend an additional day, notify the camp check in desk.

## ABSENCES

If your child will be absent from camp, please call the camp office by 8:00am to notify the camp director. If your child is absent two or more consecutive days, please expect a call from our team.

## LATE PICK-UP

In order to be respectful of our staff, parents who arrive past the 6:00pm closing time will be assessed a \$10 each five minutes per child late fee. For consistency, the program will use the clock at the site for time reference. This fee must be included in your next payment and repeated failures to pay this amount may result in removal from the program. After three late arrivals, we will ask that you make other arrangements for summer care for your child.

If a camper has not been picked up by 7:00pm and no authorized person has been reached, the staff will contact the local police.

## PICK-UP LISTS

You may add or change adults on a child's pick-up list.

## SIGN IN/OUT

For the protection of each camper, the YMCA requires that all children are properly signed in by an adult and turned over to a YMCA staff person. The sign in table will be located in the lobby of the YMCA. Please park your vehicle in a parking spot and walk your child into the building. At the end of each camp day, only those persons on the camper's authorized pick-up list will be allowed to pick the camper up from camp. The sign out table will be located in the tent on the south side of the building (near the playing field) Be sure to complete the pick-up authorization area on the registration form. Please bring picture identification each day. All authorized persons must be 18 years of age or older.

Please Note: It is our responsibility to see that your child leaves with the appropriate person each day. We will ask for identification. Please do not be offended, as this is done with the child's safety in mind. In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact the Camp Director, Robin McDaniel to set up guidelines regarding the release of your child. You must have a copy of any court documents regarding the restriction of release of children in our care.

Parents are responsible for resolving any issues that may arise from their child's participation in our programs. The YMCA will not get involved in disputes between parents.

A child may be removed from the program until parents are able to resolve their differences. For consistency, any requests for program information must be included in a court order.

The YMCA staff will encourage any adult who appears to be intoxicated or under the influence of drugs to call an emergency contact to take them and their child home. If an adult chooses to leave the YMCA program site, staff will document the license plate number and call the police.

### **LATE DROP-OFF/EARLY PICK-UP**

Our staff does their best to accommodate late arrivals and early departures. Please communicate with the Camp Director or their Counselor in person during drop-off or pick-up. If you are dropping off your child late or unexpectedly picking up your child early, please communicate this at least a day in advance. Please allow for extra time in these instances. When picking up, please remember to bring a picture ID.

### **MEDICATION**

YMCA staff may dispense PRESCRIPTION MEDICATION ONLY. Any medication dispensed to a child at the program site must be in its original container with the child's name on it. Please ask for a Medication Authorization Form at the camp table, which must be completed and signed by the parent/guardian with the following information:

1. Child's name
2. Type of medication
3. Physician's name
4. Amount of dosage to be given
5. Time to be given
6. Number of days to be administered
7. Possible side effects

If your child needs to have medicine close by throughout the day (EpiPen, Inhaler, etc), we will make arrangements to have their medicine carried by their Camp Counselor. Please note that the YMCA staff is NOT allowed to give the first dosage of any medication. YMCA staff is not permitted to give medication to control or contain fever. If your child refuses medication, we will contact you for further instructions.

### **ILLNESSES/INJURIES**

Children must be healthy enough to participate in the program's daily routine. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness. When your child has a fever (fever of 101) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. If your child becomes ill while at the camp, you will be asked to pick up your child as soon as possible. Exclusion from camp may include, but not limited to the following illness/communicable health problems: • Conjunctivitis (pink eye) • A chronic

runny nose with colored discharge • A chronic cough • A fever • Vomiting or upset stomach • Signs of general fatigue or discomfort • An open rash • Head lice • Knowledge that the child has had a fever within the past 24 hours.

If your camper becomes ill while at camp, our staff will contact you to pick him/her up. If your child is injured, staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the Camp Director will contact the parent or guardian directly. In the event that they cannot be reached, the signed authorization on the child's health form will allow the YMCA to secure prompt treatment. Injuries requiring ambulance service or medical attention are the financial responsibility of the guardian.

## **SUNSCREEN**

We count on parents to apply sunscreen before children come to camp in the morning, and then sunscreen is applied at various times throughout the camp day. If you do not want sunscreen applied to your camper, please communicate with your child's Camp Director. Please make sure to send sunscreen with your child daily. The YMCA does not provide sunscreen to campers in the program.

## **BATHROOM PROCEDURES**

No camper is ever alone. All campers will take trips to the bathroom with the entire camp and/or camp groups and camp staff (always in groups of three or more). Campers will only use bathrooms inspected for safety by camp staff.

## **CAMP STAFF COMMUNICATION**

Exchange of information between parents and staff provides insight for both parties. The format may be formal or informal. We will do our best to let you know how your child's day was. It is vital that you inform us of changes happening in your family. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. Please communicate these changes to either the Camp Director or Counselor, depending on sensitivity. We will treat this information with the utmost confidence. Seek out and get to know your Camp Counselors. Ask your camper specific questions about their exciting day! There will be information sent home with your campers throughout the summer in the form of newsletters or notes from counselors. Make sure you check their lunchboxes and bags for the latest information!

# PROGRAM CONTENT

## CAMP BBJ

Camp BBJ is our traditional day camp. Located at the Barbara B Jordan YMCA in Martinsville. The location is perfect for walking trips to the beautiful Jimmy Nash Park and exploring the nature that surrounds the Y. Camp BBJ days will be filled with games, sports, arts & crafts, water activities and weekly field trips. Field trips will be on Thursday.

## CAMP HIGHLAND

Camp Highland is a scenic outdoor adventure camp located at Highland Lakes Baptist Campground. This camp offers a variety of outdoor adventures led by experienced and trained camp counselors. Camp Highland is perfect for kids who love the great outdoors, exploring the creeks, hiking through trails, archery and learning how to properly paddle a canoe. Camp Highland Lakes offers a true camp experience. Transportation is available from Camp BBJ and Newby Elementary.

## SUMMER LEARNING LOSS PROGRAM

It is important to remember that it has been proven that if children are not engaged in learning over the summer they will lose some of the knowledge that they have learned in the last nine months of school. The YUSA has a signature program called SUMMER LEARNING LOSS PREVENTION PROGRAM (SLLP). The SLLP is designed to help children retain literacy. The SLLP program is a partnership with the Y and MSD of Martinsville. This program will offer engaging literacy instruction with certified teachers in the morning and summer camp activities in the afternoon. This program is for children entering into the first or second grade . The program will last 5 days a week for 6 weeks. This program is FREE; after the \$25 registration fee. Children are expected to attend all sessions.

## SWIMMING

Campers will have scheduled pool time throughout the week in the afternoon. Please send your child to camp with a swimsuit and towel EVERYDAY, along with a plastic bag for their wet suits. Sending your camper's swim gear will allow them to participate in any activities in case of a schedule change. Please make sure your child's name is clearly marked on all items (clothing, swim suits, towels, etc).

All campers that swim will participate in a weekly swim test with the YMCA Aquatics Staff. The procedure is required to ensure safety in the pool. Successful completion of this test will allow the children to swim in the deep end of the pool during camp time. Those campers that do not pass the required swim test will be restricted to designated areas of the pool. No exceptions! Please let us know if you have any concerns with your child's swimming abilities.



## **Water Safety Rules**

1. Swimming safety is based on common sense. Keep rules in mind at all times.
2. Stay in assigned section of the pool.
3. No roughhousing in the water.
4. Do not dunk other swimmers.
5. Do not hold anyone under water.
6. Do not accept dares.
7. Always walk. No running in the pool areas.
8. Get dressed quickly. Changing rooms are not play areas. Show courtesy to others in changing rooms.
9. No diving or jumping from the sides of the pool.

## **RAINY DAYS**

Camp is held rain or shine! In the event of severe weather, children will be brought into the designated inclement weather shelter at their site. Rainy day activities will be planned by the camp staff to help make these days more fun. Sometimes we will play in the rain! Please feel free to send extra clothes with your camper. Remember a raincoat or poncho, too!

## **FAMILY EVENTS**

We are planning three family events. Watch for announcements in your weekly newsletter about family events and plan to attend. Along with being a lot of fun, family events offer parents the opportunity to interact with their child's counselor.

## **TRANSPORTATION INFORMATION**

The YMCA provides transportation to Camp Highland and to the Summer Learning Prevention Program. Transportation is also provided for all scheduled field trips. The signature of a parent or guardian is required for such transportation and can be found on the camper application.

### **What are the Bus Rules?**

1. Campers must remain in their seats with their backs and bottoms touching the seats at all times.
  2. Campers must keep their voices at an appropriate level.
  3. Campers may not put anything (including body parts) outside the bus windows.
  4. Campers must behave respectfully and use appropriate language.
  5. No eating or drinking on the bus (except when permitted by camp staff).
- All campers must follow the directions of the driver and camp staff at all times.

## **PHOTOGRAPHY**

Pictures are worth a thousand words and we use photos to share our camp story in many ways. The photos and videos may be used for educational, training and promotional purposes. We have found the posting of segments of the camp day, games, and general promotional clips are highly appreciated by families and campers. Names of the children are never used. The photo consent is on the enrollment form

## **CAMP EVALUATIONS/FEEDBACK**

We will do two parent evaluations this summer to help us gather feedback from parents and evaluate our camps. We appreciate and need your feedback to continually improve our camp programs. Please take the time to share your feedback with us! The Camp Director is always open to your calls or email.

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### **A NOTE FROM THE CAMP DIRECTOR:**

We are excited about this summer! The camp staff has worked very hard to plan activities and games that will fill the summer with fun. When thinking about this summer we really wanted the campers to feel a sense of accomplishment, a sense of belonging and gain an understanding of camp traditions. We believe everyone belongs at camp and we are here to create an environment that will help your camper feel the same way.

As your Program Director, my door is always open to you. If you have any concerns or questions you need addressed please feel free to contact me. We will do everything possible to make this summer the best summer ever for your camper.

Two Camps, One AWESOME summer☺

Robin McDaniel

Program Director

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