



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Active kids is Y  
Trying something new is Y  
Camp is Y**

Greene County YMCA

## **2017 Summer Day Camp**

# **PARENT HANDBOOK**

## **WELCOME TO YMCA SUMMER DAY CAMP**

***"YMCA Mission Statement:** To put Christian principles into practice through programs that build a healthy spirit, mind and body for all."*

## **Everyone is welcome!**

### **GREENE COUNTY YMCA**

Our facility includes: racquetball courts, heated indoor pool, weight and wellness center, climbing wall, group exercise room, large all-purpose room, adult double gymnasium, youth gymnasium, game room, youth center and adult locker rooms with steam and sauna. One adjacent Y area is the Terry Bellamy Soccer Park located on Crum Street.

### **DAYS AND MONTHS**

The following is a list of dates for this summer's Greene County YMCA Summer Day Camp:

- May 22-26
- May 30-June 2 (no camp on May 29<sup>th</sup> in observance of Memorial Day)
- June 5-9
- June 12-16
- June 19-23
- June 26-30
- July 3-7 (no camp on July 4<sup>th</sup> in observance of Independence Day)
- July 10-14
- July 17-21
- July 24-28
- July 31- Aug 3 (no camp Aug. 4<sup>th</sup>, due to school starting)

### **HOURS**

Hours are from 6:30 a.m. until 6:00 p.m. Campers must be picked up by 6:00 p.m. daily. There will be a late fee charged for pick-ups after 6:00 p.m.

## ENROLLMENT AND WEEKLY FEES

To register, simply come by the Y, fill out the registration forms and pay the first week's fee at the YMCA's Member-Service Desk. Campers will not be assured a slot in Adventure Camp or Sports Camp until all of this is completed. All YMCA Day Camp and Sports Camp fees are due in advance by the Friday before the week your child will be attending. All fees for field trips, transportation and special activities are included in the weekly cost of YMCA Summer Day Camp.

Day Camp weekly fees this summer are as follows:

- **YMCA Day Camp**
  - Weekly Fees
    - Greene County YMCA Members: \$75.00
    - Non-Members: \$105.00
    - Sibling Discount: \$10.00 (same week of camp)
  
- **YMCA Sports Camp**
  - Weekly Fees (non-Day Camp Attendees)
    - Greene County YMCA Members: \$75.00
    - Non-Members: \$105.00
    - Sibling Discount: \$10.00 (same week of camp)
  
  - Weekly Fees (Day Camp Participants):
    - \$20.00 (no sibling discount) in addition to regular Day Camp Weekly Fee

## Accounting Policies and Procedures

The first week's fee is due at the time of registration. To avoid Late Fees, all Day Camp fees are due in advance by the Friday before the week your child will be attending the program. If you experience a hardship meeting the payment schedule, please contact the Youth Development Director, Nicolle Moore in order to work out a short term plan until you can get back on schedule. If fees are habitually not paid in advance the Y reserves the right to remove your child from the Day Camp roster until the balance is paid-in-full.

Pick-up after 6:00 p.m. results in fees being assessed. The Y charges \$40.00 per hour in 15-minute increments for late pick-up per family. The first 15 minutes is \$10.00 and the fees increase each additional 15-minute period.

In the event your child will not be attending a week of camp for which he or she is enrolled you must notify the Y by 5:00 p.m. on the Wednesday before the upcoming Monday. By doing this, the Y will be able to permit a child from the waiting list to attend day camp as well as for the obvious administrative purposes.

If your child is signed up for Day Camp and wishes to participate in a Sports Camp, an additional \$20.00 (per child) will be added to your child's weekly fee. This deposit is non-refundable and applies to each week of Sports Camp your child will be attending.

Fees will not be prorated for illness, suspension, holidays, or inclement weather. A camper must be either a Greene County YMCA Member or included on his / her family's Household Membership to receive the Member Rate.

- **Tax Information**

Please keep all of your receipts for Income Tax information.
  
- **Y Membership Benefit**

Holding a YMCA Membership will provide a reduction of program fees besides all the added benefits of being a Y Member! Please inquire at the YMCA Member-Service Desk for more information.
  
- **Scholarship Information**

Financial assistance for Day Camp and Sports Camp is available to all who qualify. Applications for assistance may be picked up at the Member Service Desk or printed from the website. No child will be granted a full scholarship for more than one week. Please allow 2-3 weeks for assistance forms to be processed.

## STAFF

The Y and its staff maintain the highest standards for the safety and well-being of the campers. Our staff is well-trained and well-prepared to meet your child's daily needs as well as serve as positive role models. We maintain an approximate staff-to-camper ratio of one staff person to every ten campers. Our Y Day Camp staff undergoes an in-service training which includes an Employee Code of Conduct. All staff becomes certified in First-Aid, CPR, AED and Oxygen Administration. Training is also conducted in Bloodborne Pathogens and youth protection including understanding, identifying, preventing, responding & reporting Child Abuse.

## ACTIVITIES

The YMCA Adventure Camp focuses on physical activities and group interaction in a safe environment. Daily activities include, but are not limited to: swimming, group games, sports and devotions. Special activities may include: arts & crafts, rock climbing, theme days, wellness & special trips. All camp activities are age-appropriate. The campers are placed into their respective age groups and taken through activities that are geared for their development level. At certain points during the day, campers are brought together for group games, songs and/or special events.

## SWIMMING

Campers will need appropriate swimwear, a towel, and goggles. Inner tubes or other inflatable devices are allowed in the pool. All campers will be swim tested to determine their swimming ability. Day Camp Counselors will be available to supervise children in the pool area. Certified lifeguards are always on duty during swim times.

## FIELD TRIPS

We have planned different trips/events throughout the summer to enhance your child's camp experience. Waivers for certain activities will be required at the beginning of each week. Please see Field Trip list.

## DAILY CAMPER NEEDS

- Healthy Lunch (**NO Microwave Meals!**)
- Towel
- Comfortable Play Clothes
- Swimsuit

All necessary personal items that come to camp should be clearly labeled with the camper's name. Items that are lost will be placed in a "Found" area. Due to our limited storage space, if items are not claimed by the end of the camp session or whenever the "Found" Box fills up, those items will be donated.

**The Greene County YMCA is not responsible for lost, stolen, or misplaced items.**

## TRANSPORTATION

We ask that you speak with your child regarding proper safety guidelines. All campers must stay seated with their seat belts fastened until the vehicle is parked. Safety is our primary goal when transporting campers. The Greene County YMCA reserves the right to suspend or dismiss a camper if safety policies are not followed.

## Van/Bus Rules and Regulations

While campers are being transported, they are under the direct supervision of the driver and must obey him or her. The bus / van driver and staff have the authority to assign seats to students for safety or disciplinary reasons. Failure to follow the driver's rules at any time will be considered an act of disobedience and will result in disciplinary action.

## DRESS CODE

All campers must wear athletic shoes, pants or shorts and shirts. All clothing apparel must be appropriate for camp activities. Clothing which is revealing or that contains graphics or wording that is vulgar, abusive, or otherwise inappropriate will not be allowed.

## LUNCH AND SNACKS

Campers should bring their own lunch with a drink (NO SODA). Campers should **NOT** be sent to camp with microwave meals. If hot soup, macaroni and cheese, noodles, etc. are part of your child's lunch menu, they should be prepared at home and sent in a thermos. If microwave meals are sent they will not be heated and will be sent home with the camper at sign-out. A camper will be provided a snack in this circumstance. **Snacks will be provided daily to each camper by YMCA Day Camp Staff.**

## ARRIVAL, DEPARTURE AND RELEASE PROCEDURES

Each morning parents must physically walk in and sign their child in with Y Day Camp Staff at the sign-in/sign-out area located in the Youth Center. Sign-In for camp begins as early as 6:30 a.m. each morning and Camp Roll Call is at 8:30 a.m. each morning and any camper arriving after roll call will be signed in and taken to his or her counselor.

Campers should be picked up by 6:00 p.m. daily. Your camper will only be released to the persons listed on the Emergency or Authorized Pick-Up section of the Enrollment Form. Persons picking up a camper must physically walk in and sign their children out with a Y staff person at the sign-in/sign-out table each day. Campers will not be released to non-adults. Y Day Camp Staff are not allowed to sign in /out children from the program.

Photo identification will be required if we do not know or recognize the person picking up your camper. This will not be required once we are familiar with those picking up your children. If your child is going to be picked up by someone not on the authorized pick-up list, you must send a note including the date and the individual's name that has permission to pick up your child.

The Y has an obligation to protect campers as they make the transition between home and camp each day. A sign-in/sign-out procedure in which all campers' parents/guardians participate each day is a good safety measure. It gives the camp staff the knowledge of the exact time that their responsibility begins and ends, a record of when each child has arrived and departed, and contact with parents / guardians. In any case concerning a custody clause or dispute, court documents must be provided.

Y Day Campers will not be allowed to leave the Y for lunch or for any other purpose under any circumstance unless first signed out by a parent or guardian.

## DISCIPLINE AND GUIDANCE PROCEDURES

Self-management skills and positive social interactions among campers and adults are encouraged and maximize everyone's enjoyment of camp. Programs use positive guidance methods including reminders, distraction, logical consequences and redirection.

Camper safety is the most important concern of the programs; therefore, campers whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the camper's parent and will result in loss of privileges or activities, suspension, or termination from the program.

## Camper Conduct Policies

As in any activity, inappropriate behavior of a few campers can have a dramatic impact on the experience of the entire group. Therefore, the following conduct policies apply directly to each individual camper and will be used in determining the camper's eligibility to continue as a participant in the camp program. Infractions will be documented. Please make certain that both you and your child are completely familiar with these conduct policies.

A camper may be suspended or released from camp, **without refund**, for the following behavior while participating in the program or while being transported:

- Bullying either verbally, physically, or cyber.
- Misuse of Y Computers.
- Leaving the Y Camp Site without permission or going into unauthorized areas.
- Using foul or offensive language, fighting, being rude or discourteous to staff and other campers.
- Defacing YMCA property, fields, facilities, or any property visited.
- Engaging in fighting or intentionally injuring another camper.
- Bringing or using any illegal substances and/or weapons.

- Public displays of affection.
- Inappropriate sexual behavior.
- Stealing or defacing another camper's property.
- Refusing to remain with the group while at camp and during outings.
- Refusing to follow check-in or check-out procedures.
- Refusing to follow basic rules of safety.
- Refusing to participate in daily camp activities.
- Not remaining seated while being transported.
- Not keeping their seat belt fastened while being transported.
- Having any body part out of the window, defacing the vehicle, and/or being rude and discourteous to the driver or to others on the road while being transported.

### Disciplinary Procedure

- **1<sup>st</sup> Incident:** Re-direction / Time-Out / Verbal Warning / Staff Counseling (depending on severity of incident)
- **2<sup>nd</sup> Incident:** Parent notified by phone, in person at Sign-Out, and / or in writing.
- **3<sup>rd</sup> Incident:** Disciplinary write-up
- **Final Incident:** The action taken at this point is at the discretion of the Day Camp Director after appropriate consultation with the parent. The range of discipline could be a one-day suspension to removal from the program.

### HEALTH / SAFETY GUIDELINES, ILLNESS AND EXCLUSION AND MEDICATION POLICY

- Day Camp Staff may not administer medications prescription or otherwise.
- Campers with colds or illness will not be admitted. Please do not put us in the position of refusing your child.
- Campers with head lice will not be allowed to attend camp. Campers found with head lice (nits / eggs or bugs) will be asked to leave the program and be treated. Once treated and the head lice has been eradicated, the child may return to camp. If a camper is sent home a second time the camper will not be readmitted back to our program until we have a written confirmation from a doctor, nurse, or nurse practitioner that your child has been treated and no longer has head lice. Should a camper be sent home a third time, you will be asked to withdraw your child from Day Camp.
- Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Campers with communicable conditions may not return to camp without a note from their physician.
- Anyone working with children is required by law to report any suspected child abuse. This includes physical, sexual, emotional, mental and neglect.
- Parents will be contacted immediately when their child displays signs of illness. It is better to be overcautious than to risk exposing the rest of the children and staff.

### CHILD INJURY

If a child is injured, an Accident Report will be completed the same day with a copy given to the parent and the original kept on file by the Day Camp Director.

- **Minor Injuries:** Injuries that require no more than washing, Band-Aid and ice pack.
- **Major Injuries:** Injuries that require more than washing, Band-Aid and ice pack. The staff after evaluating the situation will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include the following: contacting the parent or authorized person to pick up the child or transport the child to the nearest hospital via ambulance.
- If 911 is called and the child is sent to the hospital, the Day Camp Director will notify the parents and Y Executive Director immediately.
- If an emergency is such that the child is transported to the hospital, a Y Day Camp Staff Member will accompany the child. Parents will be notified which hospital the child is being transported to.
- The Y does not provide Accident Insurance for your child. This will be the responsibility of the parent.

### PARENTAL COMMUNICATION

Open communication is very important to the success of your child's YMCA Camp experience. Parents are welcomed visitors to our programs. Please check daily for posted notices, flyers, or other information. We welcome your feedback regarding our program at any time. You may direct suggestions, concerns, compliments and complaints to the immediate Camp Staff or the Youth Development Director (Nicolle Moore).

- **Telephone**
  - 423-639-6107
- **Email**
  - [nicollem@greeneconomy-ymca.org](mailto:nicollem@greeneconomy-ymca.org)
- **Facebook**
  - Private Group- YMCA Greenville Youth

### TOILET TRAINING

All children enrolled in the camp program must be completely toilet trained due to insurance and legal requirements. The Y understands that accidents can happen, however if a child has more than one accident, they must be suspended from the program and not permitted to re-enter the program until they have been completely toilet trained.

### SPORTS CAMP GENERAL INFORMATION

#### Registration and Fees

To register for Sports Camp, come by the Y, fill out the registration form and pay the first week's Day Camp fee along with a \$20.00 non-refundable deposit for each additional week of Sports Camp your child will be attending.

Fees for participants who choose to only participate in a Sports Camp are:

- Greene County YMCA Members: \$75.00
- Non-Members: \$105.00
- There is a \$10.00 sibling discount for additional children in your family attending camp the same week.

A \$20.00 deposit for each Sports Camp session you wish for your child to attend is due at the time of registration along with full payment for the first week of Sports Camp your child is attending. This applies to both Day Camp (attending Sports Camp) and Sports Camp (only) participants. The balance of your weekly Sports Camp fees must be paid-in-full by the first day of each Sports Camp your child attends.

#### **Sports Camp Hours**

Sports Camp begins every day at 8:45 a.m. and concludes at 11:45 a.m. Pick-up for Sports Camp Campers not enrolled in Day Camp is at 11:45 at the location of the Sports Camp. Please make pick-up arrangements with the Day Camp or Sports Camp Director. Please remember that Sports Camp participants must be signed out with the Sports Camp staff daily. Sports Campers enrolled in the Y Day Camp will be transported back to the Y and should be picked up by 6:00 p.m. each day. Sports Campers who wish to stay at the Y after Sports Camp must be enrolled in Day Camp. **Due to staffing, Sports Campers will NOT be allowed to attend morning field trips.**

#### **Transportation**

The Y will provide transportation to off-site Sports Camps. The vans will be leaving promptly at 8:30 a.m. Those reporting to off-site locations should arrive at those sites by 8:55 a.m. Do NOT leave your child unattended at an off-site location. Make sure that the Sports Camp staff are in attendance before you leave. Once Sports Camp concludes, we will transport Day Camp participants back to the Y.

#### **Staff**

The 2017 Y Sports Camps are under the direction of the Greene County YMCA Youth Development Director. Assisting will be qualified high school, college, or post-graduate individuals with current or previous sport specific experience.

#### **Schedule and Notes**

- **Volleyball Camp**
  - Instructor: Sarah Aiken and Kate Vallie
  - Date: June 5<sup>th</sup>- June 9<sup>th</sup>
  - Eligible: K-8<sup>th</sup>
  - Location: Greene County YMCA (Youth Gymnasium)
  - Need: tennis shoes and knee pads (if available)
- **Cheerleading Camp**
  - Instructor: Chuckey Doak High School Varsity Cheer Team
  - Date: June 12<sup>th</sup>- June 16<sup>th</sup>
  - Eligible: K-8<sup>th</sup>
  - Location: Greene County YMCA (Youth Gymnasium)
  - Need: tennis shoes
- **Basketball Camp**
  - Instructor: James Buchanan (North Greene High School Girls Head Basketball Coach)
  - Date: June 26<sup>th</sup>- June 30<sup>th</sup>
  - Eligible: K-8<sup>th</sup>
  - Location: Greene County YMCA (Youth Gymnasium)
  - Need: tennis shoes
- **Soccer Camp**
  - Instructor: John Eiskamp and Jerry Graham (Greeneville High School Soccer Coaches)
  - Date: July 24<sup>th</sup>-28<sup>th</sup>
  - Eligible: K-8<sup>th</sup>
  - Location: Terry Bellamy Soccer Park
  - Need: shin guards and water

#### **INDEMNITY AGREEMENT**

I hereby waive any claim of liability and will not hold harmless the YMCA of Greene County, its officers, directors, trustees, agents and employees for any bodily injury to me incurred to me or my child while I am practicing for, or participating in, any program sponsored by the Y. In addition, I understand that the Y is not responsible for my personal property nor is my Y Membership transferrable.

#### **PHOTO/NEWS/TESTIMONIAL RELEASE**

It is understood and agreed that the YMCA of Greene County reserves the right to take and utilize pictures, likenesses, videos and testimonials of participants for promotional purposes including, but not limited to reports, publications, brochures, emails, our website and other social media.

#### **TERMINATION**

The YMCA reserves the right to terminate (without refund) Day Camp Participants, families and/or parents / guardians from the program as a result of actions or behaviors that are not deemed in the best interest of the organization based on rules, policies and situations.