

LOCKPORT FAMILY YMCA SUMMER DAY CAMP 2008 PARENT'S HANDBOOK

YMCA SUMMER DAY CAMP, 19 East Avenue, Lockport NY

YMCA ANNA MERRITT DAY CAMP, Green Street, Lockport NY

YMCA GEORGE SOUTHARD DAY CAMP, Locust Street Ext, Lockport NY

YMCA STARPOINT DAY CAMP, Starpoint High School Cafeteria, Mapleton Rd, Lockport NY

KIDDIE KAMP, LOCKPORT YMCA, 19 East Avenue, Lockport NY

PURPOSE AND GOALS

YMCA Summer Day Camp Programs are offered at four (4) sites in LOCKPORT; The YMCA, Anna Merritt, George Southard Elementary Schools, and Starpoint High School. The YMCA Day Camp, Kiddie Kamp and STAC are offered for 9, ONE week sessions, June 30-August 29. Anna Merritt, George Southard and Starpoint Day Camps will offer programs for 8 one week sessions, June 30- August 22. All **day camps** are offered for boys and girls 6-12 years old in 1st-6th grade. **Kiddie Kamp** is for those entering K-1st grades, 4-6 years old and STAC, Summer Teen Activity Club for 12-15 year olds in 6th-9th grades.

Activities at each camp are planned around a common theme and will offer a weekly field trip. Campers will participate in games, swimming, physical activities, arts and crafts, guest speakers and plenty of opportunities to make lots of friends. All activities are age appropriate and every kid's a winner.

Kiddie Kamp program has been developed with the "kindergarten age" campers in mind. Kiddie Kamp will be offered at the Lockport YMCA facility only. Kiddie Kamp will be fun and educational, with a focus on building self-esteem, self-awareness and social skills. Activities include arts and crafts, gym games, swimming, stories, music, guest speakers, cooking, snacks and field trips.

YMCA MISSION

To put Christian Principles into practice through programs that build healthy SPIRIT, MIND and BODY for all.

DAILY HOURS 8:30 AM-4:30 PM

EARLY ARRIVAL/LATE PICK UP HOURS

\$10.00 per week/per child 7:00AM - 6:00PM available upon request at registration

REGISTRATION AND DAY CAMP FEES: \$25 (non refundable) Deposit per child/per week reserves space for chosen week in Summer Day Camp. **Balance is due WEDNESDAY prior to week attending.** If Day Camp fees are not paid in advance, space in camp will be forfeited, deposit is non refundable.

ANNA MERRITT, GEORGE SOUTHARD and STARPOINT Camp program payments are **PAID AT THE YMCA only.** Payments may be made in person, mailed or paid over phone with a credit / debit card.

WAITING LIST: Space in each camp program, each week is limited. All weeks that day camp registration is full a waiting list will be formed. Names will be called from the waiting list first come, first served.

HEALTH FORM: A new YMCA health form (2008) is required for every child. **Health Form must be completed and returned to YMCA before a child may attend day camp.** NO exceptions will be made, children **will not be accepted into day camp program without current health form** as required by New York State Department of Health State Sanitary Code 7-2.8 c. Page 1 of health form is to be fully completed by parent; page 2 is Medical Report and must be completed by Physician, Physician's Assistant or Nurse Practitioner. This health form will be kept on file for 2008-2009 school year if child attends School Age Child Care or Holiday Fun club. It is parent's responsibility to notify YMCA of any changes to health form information.

All children attending Camp Kenan (day or residence camp) will be required to have additional Camp Kenan Health forms completed.

TRANSPORTATION: Transportation to and from Day Camp is the parent's responsibility.

PICK UP AND DROP OFF:

At the YMCA; (Kiddie Kamp and YMCA day camp) walk your child into the building each day and pick them up inside. Sign in and sign out with the counselor on duty. **Day Camp** sign in will

be in the Youth Lobby until camp begins at 8:30. Campers arriving late should be taken to the Gym to join the group and sign in. The end of the day sign out at 4:30 is in 2nd floor meeting room. **Kiddie Kampers** will sign in and out in the preschool classroom, 2nd floor.

AT GEORGE SOUTHARD DAY CAMP, Bring your child to the Day Camp program area. School cafeteria will be the base of the operation unless the school staff has a need to move our program to another location. In that case signs will be posted and notice will be given in the weekly newsletter, if possible. If day camp is at another location in the school or on the school property, PLEASE go directly to that area with your child for sign in. **END OF THE DAY PICK UP IS AT THE YMCA**, 19 EAST AVE. George Southard campers will be bussed to the YMCA at 3:15 each day. They will **SWIM from 3:45-4:30**. You may sign out your child in the west side lobby when they are finished swimming. Field trip days, George Southard Day camp will be located in the aerobics gym for sign out.

AT ANNA MERRITT DAY CAMP, Bring your child to the YMCA Day Camp program area. School Cafeteria will be the base of operation unless the school staff has a need to move our program to another location. In that case signs will be posted and notice will be given in the weekly newsletter if possible. If day camp is at another location in the school or on the school property, PLEASE go directly to that area with your child for sign in. End of the day **PICK UP** for the **ANNA MERRITT** program will be **AT 4:30 AT THE LOCKPORT COMMUNITY POOL, Outwater Park**. The children will swim from 3:30-4:30, except field trip days, Wednesday. Children registered for **LATE PICK UP** will walk from the POOL to **PAVILION at OUTWATER PARK near the playground**, where they will stay with camp counselor until picked up. **Late pick up is until 6:00pm**. A **YMCA Day Camp flag will identify Day Camp location**.

AT STARPOINT DAY CAMP, program will be based in the Starpoint High School Cafeteria. YMCA day camp will use the cafeteria and gym as home base, but as much as possible program activities will be held outside. Campers will swim from 3:00-4:00 at the Starpoint pool, except on field trip days. Program drop off and pick up will be based in the High School Cafeteria, which you may enter directly from the outside. If your child arrives after 8:30am or is being picked up prior to 4:30pm please escort your child to the location of the day camp activity for sign in and out.

STAC, Summer Teen Activity Club members may sign in themselves and may sign out when they leave at the end of the day. Parents should communicate to staff any need for early pick up or late arrivals because of the teen's activities and schedule their group may not always be in the YMCA building.

SIGN OUT: If an adult other than parents or adults designated on health form, will be picking up a child we need a note signed by the parent and photo ID. This is for security of everyone. If there is someone who your child is not allowed to leave with please notify us in writing and provide a picture. **A photo copy of COURT ORDER of Protection MUST BE ON FILE WITH YMCA STAFF**. ANY ADULT PICKING UP A CHILD WILL BE REQUIRED TO SIGN THE CHILD OUT WITH THE COUNSELOR ON DUTY and they will be asked for photo identification.

PLEASE DO NOT REMOVE CHILD FROM CAMP without signing out on daily attendance sheet.

SICK CHILDREN: If a child arrives or becomes ill while attending a DAY CAMP program the parent or emergency contact will be notified at once. For the protection of your child and others (including YMCA staff), please DO NOT send your child if he/she has any of the following:

- *fever
- *infectious rashes
- *strep or strep infection under treatment for less than 24 hours.
- *vomiting or diarrhea
- *severe cough or croup
- *chicken pox, mumps, measles
- *head lice, scabies, pin worms, ring worm
- *conjunctivitis (pink eye) under treatment for less than 24 hours w/ medical note.

PLEASE keep him/her at home or make other arrangements. We cannot accommodate sick children and we will call you at work to come pick your child up.

MEDICINE: All medication must be in the original prescription container or (for over the counter meds) have a written note from the doctor with directions. All medication must be given to the YMCA staff member. At no time should a child hold their medication to take at the prescribed time. New York State Department of Health Sanitary Code for Children's Camps requires that medication of all types are kept locked. If your child takes medication at times other than during camp hours, (at breakfast, dinner or bedtime) please include this information on their health form. It is important for camp staff to have a full understanding of anything that may affect your child. The camp staff will carry Epi Pen and Inhaler in their first aid bag so it is with the child at all times.

BEHAVIOR: A behavior problem is disruptive behavior and affects the group as a whole. There is ZERO tolerance for physical violence and bullying behaviors.

Safety and behavior expectations are reviewed with all campers. Staff will redirect a child's behavior; separate from challenging situations or influences; remind a child of rules and recognize them for making good choices.

If a child has a consistent behavior problem the following steps will be taken:

*Removing the child from the incident or activity, talk with them about the situation, behavior and choices made. "time out" or removing child from activity for a cool down time followed by discussion with staff to be

sure child understands the unacceptable behavior and what would be a better choice.

*Parents will be informed of situation if the problem is repeated, involves disrespect and or violence or anger.

*If a problem continues, parents will be notified and asked to assist the staff with the review and enforcement of camp rules at home.

*If a behavior or situation is out of control, disrespectful, hurtful to oneself or others, dangerous and/or parent assistance does not help, a written notice will be given to the parents. This **Behavior Letter** will be used as a last resort for negative behavior. This is considered the most serious form of behavior communication. The child is asked to assist staff in completing the letter by identifying what they did; why they did this and what they should do differently.

*We ask parents to review the letter with their child and return it, signed and dated, to the Day Camp Site Director before the child will be allowed to return to the program. Any child who receives (3) Three written notices will be removed from the program permanently with their next written violation. **The behavior letter process should be taken seriously.**

LUNCH: Every CHILD **MUST BRING A LUNCH** with DRINK everyday. NO lunch program is available. Parents will be contacted and expected to provide the child with a lunch.

WEEKLY COMMUNICATION: There will be a newsletter for parents with weekly activities and reminders for anything special a child will need. Please read and discuss activities with your child. Any additional ANNOUNCEMENTS will be posted on sign out board if needed.

CLOTHING: Please remember your child will be actively playing and participating in crafts, athletics and outdoor play. **Children should dress in play clothes appropriate for the weather with SNEAKERS. Wear sneakers with socks each day.** Day campers do a lot of walking and running and shoes other than sneakers are not safe. **NO SANDALS, Flip Flops, Crocs or Heeles.** Sneakers are required for athletic activities. Flip Flops or water shoes may only be worn at swimming pool and in locker rooms. Label child's name on all belongings

NO Valuables: Money (if money is ever needed it will be explained in weekly newsletter), Cell phones, hand held video games; MP3 players / CD / DVD / tape players; jewelry, collector cards and anything "you can't afford to lose" should not be brought to camp. YMCA staff will not be responsible for valuables.

SUN SCREEN. Campers will be in the sun often. Children should bring their own sun screen. Counselors will encourage the children to use Sun Screen several times a day and will supervise the process. You may want to give your child a "good coating" of sunscreen before they leave home in the morning. YMCA Staff will not apply sunscreen on your child. They will remind campers and will supervise application.

SNACKS: Campers are provided with morning and afternoon snack. The morning snack does not replace a child's breakfast. Vending machines are only allowed for use at lunch or after pick up

*****USE CAUTION, THE vending machines CAN BECOME VERY EXPENSIVE AFTER A FEW DAYS.*****

WATER BOTTLES: Campers are encouraged to bring water bottles. Campers will be allowed to carry their water bottle when on walking trips and field trips. Label with child's name.

SWIMMING: ALL DAY CAMPS SWIM DAILY. YMCA campers swim daily from 3:00-3:45. GEORGE SOUTHARD campers swim 3:45-4:30 at the YMCA. ANNA MERRITT campers swim at the Lockport Community Pool 3:30-4:30; and Starpoint Campers will swim at Starpoint Pool 3:00-4:00. Campers swim everyday **EXCEPT FOR FIELD TRIP DAYS**, unless the field trip includes swimming ie: the beach. SWIMMING STUFF: towel, suit, soap, comb, etc. should be packed in a backpack or tote bag. NO PAPER BAGS. **Put your CHILD'S NAME on everything.**

As we prepare for Summer Day Camp, the entire staff team is looking forward to a Fun, Safe and SUNNY Summer. If you have any questions please call 434-8887 x25 or email lferris@lockportymca.com.

Laurie Ferris, YMCA youth director