WE’VE GOT THE MAGIC

YMCA SUMMER DAY CAMP

2020 Parent Handbook

FOR ALL CHILDREN
WELCOME TO CAMP!
The YMCA is the nation’s leader in camping, offering outdoor programming for over 100 years. The YMCA of Greenville serves over 1,000 children in day camp programs each summer and we are excited to have your camper experience what the YMCA has to offer. You are in for a fun-filled, exciting summer.

ABOUT OUR CAMP
At Day Camp, our goal is to provide a safe, wholesome, Christian environment for campers to experience outdoor adventures and grow physically, mentally and spiritually so that they may achieve their greatest God-given potential. Our focus at day camp is to encourage campers to demonstrate five key character traits: Caring, Honesty, Respect, Responsibility, and Faith while promoting an environment that promotes belonging, achievement, and positive relationships. Keeping our mission and purpose in the forefront allows us to reach our goal of the YMCA pillars of youth development, healthy living and social responsibility.

OUR AWESOME STAFF
Our Day Camp program is committed first and foremost to the safety of your child. A YMCA professional supervises all day camp staff, recruited through local churches, leadership organizations and from high schools and area colleges. We place a serious emphasis on safety standards by offering a remarkable counselor to camper ratio and requiring our counselors to complete 40 hours of pre-camp training, including CPR, First Aid, AED and Child Abuse Prevention along with specific training in the areas of working with children, discipline, group dynamics, mental health first aid, safety and programming. All YMCA staff go through background checks prior to hiring. We take pride in the high expectations we set for our summer camp staff each year and evaluate them on a regular basis.
DAY CAMP DEPOSITS & CANCELLATIONS

DEPOSITS
Deposits are non-transferable and non-refundable. Full day camp requires a $10 deposit per camp per week. Our camps fill up quickly and spots are reserved through a deposit on a first come first serve basis. Payment for Specialty Camps are due in full at the time of registration.

CANCELLATIONS / REFUNDS
All changes, including cancellations and transfers, must be made in writing. Forms can be found at the Welcome Center. Please refer to cancellation policy below in regards to refunds.

- No refund or program credit is issued less than 10 business days prior to program start date.
- Refund or program credit of amount paid minus $10 deposit can be issued 10 or more business days prior to the program’s start date.
- For specialty camps, the policy is the same except it will be minus a $20 administration fee.

WAYS TO PAY
TUITION PAYMENTS AND DUE DATES:
It is expected that payment in full for each session is received the Wednesday prior to the start of the session. THERE WILL BE NO EXCEPTIONS. Payments received after Wednesday will be charged a $15 late fee per child. If the payment is not received, the child will not be permitted to attend. All payments for camp registration must be made by the following payment schedule:

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<tr>
<th>SESSION</th>
<th>PAYMENT DUE DATE</th>
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<tr>
<td>June 8-12</td>
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<td>June 15-19</td>
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<th>SESSION</th>
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<td>Aug 3-7</td>
<td>July 29</td>
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<td>Aug 10-14</td>
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FORMS OF PAYMENT
Only check payments can be made at off-site locations. Cash, money order, or credit card payments can be made at the Welcome Center. Credit card payments can be made at ymcagreenville.org. There will be a $25 charge for any check returned to the YMCA. After three returned checks within a six month period we will only accept cash. Outstanding balances resulting from uncollected returned checks or programs must be taken care of before the child may enroll or attend any YMCA program.

The YMCA of Greenville’s Open Doors Annual Community Support Campaign ensures that everyone in Greenville has the opportunity to learn, grow and thrive. At the Y, no child, family or adult is turned away because of an inability to pay as long as funds and space are available. If you would like to apply for an Open Doors scholarship, please fill out an application and return to your local branch. Applications are available online and at your local Y.
WHAT CAN I EXPECT?

Going to summer camp is a very exciting experience for campers and parents. It’s very natural for everyone to be anxious about the first day of camp and meeting new friends. Hopefully, the following information will familiarize everyone with camp procedures and minimize “first-day” anxiety. The YMCA Day Camp has well-trained staff that are focused on meeting the needs of individual campers and are committed to serving as excellent role models.

- Dress for the weather. The camp day will continue rain or shine.
- Campers are very active during camp. Therefore, have your camper wear “play clothes” that can become dirty.
- Your camper will probably come home tired and may need additional rest after a day of high energy activities.
- Label all items with camper’s name including: swimsuits, towels, water bottles and backpacks.
- Please don’t send valuable clothing or valuable items to camp including jewelry and electronics.
- Make sure all your forms and payments are completed the Wednesday prior to attending camp. This will save time at check-in. Include camper’s name and the week you are paying for on all checks.

PARENT RESPONSIBILITIES

It is our priority to make sure parents are informed of what is going on in our programs. The Y will make every effort to communicate with you about activities, special events and especially about your child! We communicate through newsletters, social media, signs posted at pick-up or drop-off time, phone calls, in person and email. It is required that parents provide email addresses so you can receive important updates. If there is ever a time you want to know more, please contact your Y and speak with the program director or a member of our leadership staff.

- Parents must follow all established policies and procedures outlined in the YMCA Day Camp Handbook including the pick-up policy, payment policy, late pick-up policy, cancellation policy etc.
- Parents are responsible for reading all emails, newsletters, flyers, etc. sent home regarding the Day Camp program as well as regularly reviewing the Y website, Facebook page, and materials available at your child’s Day Camp location to keep well-informed about the program.
- Parents should read and review the Camper Code of Conduct with their children regularly.
OUR DAILY ADVENTURES (Traditional Day Camp)

It is important to us that your child has a wonderful “first”, “second”...or “seventh” camp experience. Therefore, our goal is to create an atmosphere of trust and friendship so that each camper will feel happy and confident at camp. Campers’ activities include but are not limited to: devotion, assemblies, swimming, choice activities based on weekly themes, skits, stories, arts & crafts, fitness activities, field trips, sports, CATCH games & relays, special guests, character development, all camp activities, academic enrichment and counselor huddle times.

We take special care of campers. The program is progressively structured to challenge children according to their age. Campers stay with their counselor throughout the entire day. However, YMCA lifeguards as well as day camp counselors supervise swim time. The program is planned to give children an introduction to a wide variety of camp activities, along with providing them the opportunity for creative expression.

**Weekly Themes:** In Traditional Day Camp we strive to create an outstanding experience for your camper, so we ask that they participate in weekly themes. Each week, you will receive a newsletter outlining more details for the week and we ask that you encourage your camper to participate by helping them with specific camp initiatives prior to arrival.

**Field Trips:** We are currently planning and securing all of our field trips for the summer. A list of all the field trips will be released on May 1 on our website. On field trip days there will be no swimming for that specific age group. Campers in specialty camps or extended day camp do not attend field trips. Campers should wear their provided camp t-shirt on their field trip day.

**Fun Friday:** Everyday is fun at camp but Friday is SUPER fun! Details about each fun Friday all camp activity will be included in each week’s newsletter. This is a special day to dress silly according to the week’s theme. Prizes will be awarded each week for the most creative costume. No need to purchase anything, just go in your closet and put your imagination to use.

**Thirty Minutes to Succeed! Camp Readers Makes Literacy Simple & Fun!**
Throughout the summer campers will participate in a program called Camp Readers. By including 30 minutes of reading time daily during camp, the Readers Program shows kids that reading is fun while building general reading skills and increasing their reading confidence.
LEAVE IT AT HOME
The Y is not responsible for any valuables. Please make sure your child leaves toys, trading cards, video games, cell phones, candy and gaming systems at home. If a child is sent to the Y with these items, they MUST remain in the child’s book bag during program hours. Campers will not be allowed to use any of these items, and if they do, they will be confiscated and returned to the parent at sign-out. At the Y, we make sure our programs are packed with activities and these personal items can often be a distraction.

WHAT TO BRING TO CAMP

LUNCH (OPTIONS MAY VARY BY LOCATION)
Please pack a nutritious, balanced lunch for your camper and include a healthy drink. Camp does not have refrigeration for lunches. Please do not send milk or mayonnaise based products. A small cooler with the camper’s name works best for packing lunches and drinks. A (frozen) water bottle is recommended. Also, hydrating drinks are required instead of carbonated drinks. Please do not send soda or microwavable items. Please note: Campers have access to water fountains at all times during the day. We require campers to bring a labeled water bottle with their name on it to refill during their programmed activities.

SNACK
The YMCA of Greenville implements a series of healthy eating and physical activity standards in our programming. The standards are part of the Y’s nationwide commitment to the Partnership for a Healthier America that focuses on ending the childhood obesity crisis. In Traditional Day Camp, we will provide an afternoon snack everyday for campers. We will commit to serving fruits and vegetables at every snack with water being the primary beverage during snack time. Please make sure your child eats a good breakfast before arriving at camp each morning.

CLOTHING
Please dress your child appropriately. You should take into consideration the weather forecast and the camp activities. Campers must wear play clothes and tennis shoes as your camper will be participating in outdoor activities. For safety reasons, open toed shoes and sandals are not permitted at camp. Campers should also bring a swimsuit and towel on swim days. Please clearly label swim items with the camper’s name. For sanitary reasons, campers should not come dressed in their bathing suits. Campers will be given time to change before participating in water activites.

BATHING SUITS
Please send a bathing suit and towel that is clearly labeled with your child’s name with your child on swim days, or water activity days. You will be informed through the weekly newsletter for the week’s activities. You may send goggles with your child as well, however the YMCA will provide all flotation gear. PLEASE REMEMBER TO LABEL ALL ITEMS WITH YOUR CHILD’S FIRST AND LAST NAME.

SUNSCREEN
We are committed to keeping your child safe from the sun. To help prevent sunburn, it is recommended that parents apply sunscreen prior to arriving at camp. Campers spend a large amount of time in outdoor activities. Please apply 8-hour sunscreen that will last all day before arriving at camp. Parents should provide campers with spray sunscreen to keep with them throughout the day. Staff are only able to apply spray sunscreen. As needed, staff will aid children in applying sunscreen.
LOST AND FOUND
We will make every effort to return lost and found items while your child is at camp. Please mark all items with your child’s first and last name with a permanent marker or laundry label for easy identification. If you discover something is missing please check lost and found immediately. Items left will be donated to a local charity. Donation dates will differ by camp location. The more time passes, the less likely it can be found. The YMCA is not responsible for lost, stolen, or damaged clothing or equipment.

LIVEWELL HOUSE RULES (TRADITIONAL DAY CAMP)
- Water is available all day.
- Fresh fruits and veggies will be served 4-5 days a week.
- A minimum of 60 minutes of physical activity every day.
- Fun nutrition education 1-2 times per week.
- Staff will conduct CATCH (Coordinated Approach to Childhood Health) style games (non-elimination) at least 4 times per week.

SWIM AT THE Y (Traditional Day Camp)
Swimming and splashing around are a great part of summer camp. Swim schedules are camp specific. Please review your branch’s swim schedule or contact your branch specific Camp Director. Please keep this in mind when making your daily pick-up arrangements. If you do not want your camper to swim please contact your branch’s childcare director. Please note that it takes each group about 15 min for change time. Each camper must take a swim test prior to their first time in the pool. All those that have already taken the test will have to take it again after June 1st - this is the pool policy to ensure that children who may not have swam in several months still have the skills to keep them safe.

THE SWIM TEST
Safety is our top priority at the pool. Prior to entry into the pool all swimmers 14 years and younger will have their swimming ability tested and will be placed into one of two swimming categories designated by Green Band, or Lifejacket. This test will be done of their first day of swimming at camp. There are two levels of swim test:

Non Swimmers - 14 year and younger who cannot demonstrate the Green Band skills will be required to wear a lifejacket.

Green Band - Swimmer jumps into water over his/her head and easily returns to the surface. Swim 25 yards unassisted front crawl or breast stroke and without resting while maintaining a positive body position. Tread water 30 sec.

Yellow Band - For those participants who are tall enough to stand in designated section but not strong enough to pass swim test. Not required to wear a life jacket but must stay in designated shallow end. *Each branch has different height requirements due to pool depths and setup.
WE KEEP THE PEACE
The Y expects all participants to demonstrate the five Y character values of Caring, Honesty, Respect, Responsibility and Faith. Students who fail to exhibit these character traits will be counseled by Y staff. YMCA employees use positive discipline approaches to modify behavior including redirection, time out, one-on-one counseling, and think sheets (a written narrative of the incident written by the child that encourages reflection on alternative choices the child had available.) Y staff respect children and do not participate in any forms of physical or corporal punishment, including spanking, hitting, using exercise as a punishment, etc. Participating students and parents are required to read and sign the Y family code of conduct. Should discipline problems arise that require parent involvement, the Y will follow the steps below:
- First Offense – Child completes a think sheet; parent may be notified.
- Second Offense – Child removed from activity; parent notified in writing.
- Third Offense – Parent conference and/or suspension.
- Fourth Offense – Parent conference and/or removal from program.

Please note: these steps are guidelines and Y program directors have the right to adjust consequences on an individual basis as the situation warrants. We want all of our children to enjoy their experiences at the Y. We also want all of our children to be physically, emotionally, and mentally safe when in our programs. Children who interfere with the mental, emotional, and physical safety of others might not find this program a good fit, and may be asked to leave. If your child is removed from the program due to behavior, a refund will not be issued. ALL PARTICIPATING CAMPERS AND FAMILIES ARE EXPECTED TO BEHAVE IN A RESPECTFUL MANNER TOWARD OTHERS AT ALL TIMES.

CAMPER BEHAVIOR CODE OF CONDUCT
- Participants must behave toward others and their environment in a way that demonstrates the Y’s five character values: Caring, Honesty, Respect, Responsibility and Faith.
- Participants are responsible for following all behavioral standards and policies and procedures outlined in the Day Camp Handbook.
- Behavioral standards are expected to be followed at all Y locations and any Y hosted event including field trips.
- The use of cell phones and other electronic devices is not permitted. Communication between participants and families will be available through the Day Camp office if necessary.
- Students are expected to follow all directions issued by Y staff and volunteers.

Y BUS CODE OF CONDUCT
- The Camper Behavior Code of Conduct applies while riding on the bus.
- Eating and drinking are not permitted on the bus.
- Riders must remain seated and wear seat belts at all times.
- Riders hands, arms, etc. may not extend outside the bus at any time.
- Riders must not tamper with the bus emergency door.
- Riders must obey the driver.
- The driver is in charge of the bus and has the right to administer disciplinary actions including assigned seats to maintain order and promote safety.
- Riders may not throw objects on the bus, shout or display any other behavior that may distract the driver and compromise the safety of those on the bus.

YMCA STAFF CODE OF CONDUCT
- Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only as a last resort, in necessary situations (to protect the child
or other children from harm), only administered in a prescribed manner by trained persons, and must be documented in writing.

- Staff will treat each child with dignity and respect.
- Staff will administer clear delivery and regular review of program expectations, rules and procedures to participants.
- Staff will establish an atmosphere of appropriate behavior.
- Staff will communicate any behavioral and/or social issues involving campers to their parents and the Camp Director in a timely manner.
- Staff will deliver program components appropriately, demonstrating the YMCA’s 5 Character Values and the mission of the YMCA of Greenville.
- Staff will deliver program information updates and reminders regularly via newsletter, email, social media, flyers, etc.
- Staff will respect the privacy of program participants and adhere to established confidentiality policies.

**BULLYING AND CONFLICT**

We believe that through the interactions between students in our program we can help develop conflict resolution skills within our students to help them in their future endeavors. We are seeing a rise in the use of the term bullying and we wanted to address this with all of our families so that you can know where we stand on this issue.

**BULLYING** is an unwanted behavior that is repeated over time, or has the potential to be repeated, and involves a power imbalance. At the Y, there is no room for bullying. We work hard to create a caring, respectful, honest, and responsible environment in order for all of our programs to feel safe. Bullying can result in these repeated behaviors: physical violence, combative or intrusive behavior, deliberately hostile actions, taunts & name calling, threats & intimidation and/or cyberbullying. Our goal at the Y is to stop bullying; to do this we need to all be upstanders (ones who recognize when something is wrong and takes action to make it right). If there is suspicion of bullying, we will carefully handle each situation case by case.

**CONFLICT** is a disagreement or argument in which both sides have an equal power balance and are expressing their views. At the Y, believe that conflict is part of youth development. In our programs, when conflict arises we allow the counselors to facilitate conversations that allow kids to work through the problem together and express themselves in a safe place. Conflict can result in these behaviors: relationship building, increased communication with peers, learning consent and boundaries and crowing from mistakes. Our goal at the Y is to teach and promote conflict resolution with the understanding that conflict is a natural and important part of Youth Development.

**TAKING GOOD CARE**

**HEALTH AND WELLNESS**

It is our sincere desire to provide quality care for your camper while they are participants at Camp. It is absolutely imperative that we work together to make this happen. If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian. Any child running a temperature over 100 degrees or has vomited will be required to go home.

If a child is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will attempt to contact the parent/guardian. In the event that the parent/guardian cannot be reached all contacts on the authorized pick-up list will be contacted. Please be advised that staff will not exclude your camper from activities unless one or more of the following exists:

- The illness prevents the camper from participating comfortably in camp activities.
- The illness results in greater care needed than the counselor can provide without compromising the health and safety of the other campers.
- The camper has a fever, signs of possible severe illness (i.e. lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs) until medical evaluation allows
inclusion, uncontrolled diarrhea (including one or more watery stools in a 24 hr. period), vomiting or signs of communicable illness (rash, lice, etc.)

If your camper has any of the symptoms listed above, or is removed from camp because of an above listed condition please refrain from returning to camp until condition discontinues (a minimum of 24 hours). This is in the best interest of all the campers in the program. Please assist us in our efforts to maintain a healthy environment for our children.

MEDICATIONS
The YMCA Day Camp prefers that all medications be administered at home before the camp day. However if medication needs to be administered, all prescription medication must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All medication, including over the counter items (vitamins, creams, lotions, etc.) must be stored in the camp office and administered by the camper. Check all medications in at the camp office on the first day of each session. Please make sure camper’s name is on all items. Refrigeration will be provided if necessary. DO NOT PACK MEDICATION IN BACKPACK, OR IN LUNCH. Medication must be given directly to staff at drop-off along with the “Medicine Administration” form. All medications will be taken off-site to our field trip locations as needed.

SPECIAL EMOTIONAL / PHYSICAL NEEDS
Campers with special emotional needs — such as a behavior intervention, IEP, or a 504 plan — or special physical needs should be called to the attention of the Camp Director by fully describing any unique requirements of the camper at least two weeks prior to arrival. Please call Camp if you have questions regarding children with diverse abilities. We will make every reasonable accommodation possible to serve children with diverse abilities. Please contact the Day Camp Director regarding special circumstances.

WHAT’S GOING ON AT HOME
Children’s actions in camp often reflect situations they are experiencing at home (i.e pet’s death, divorce, sibling conflict, etc.) If any disruptive or traumatic experience should occur, please inform the director or counselor. Please review the following regarding the YMCA’s policy:

• YMCA Staff and volunteers are not allowed to transport children at any time outside of YMCA programs.
• Parents may not leave children at the YMCA or program site unsupervised.
• The YMCA is a federally mandated reporter of any suspected cases of child abuse or neglect.
• YMCA staff is not allowed to babysit any campers involved in any YMCA programming.
• Any traumatic experience from home that might reflect camper behavior should be reported Camp Director.
GET HOME SAFELY

PICK UP AND DROP OFF

Drop off and pick-up locations will vary by branch. Please refer to your camp’s branch specific information.

RIDES IN / OUT PROCEDURE: Camp leadership staff will be available at this time with rosters to sign in your child, and a runner will be there to take your child to their group. Campers must be “signed in” to the program each morning and “signed out” of the program in the afternoon each day. If your camper arrives after rides-in or you have to pick them up before 4:30pm please check in at the Welcome Center (may vary by location). We cannot and will not permit children to leave camp on their own. For the safety of your child, participants will only be released to the legal guardian or responsible adult listed on the camper’s registration form.

DROP OFF (Traditional Day Camp): Day Camp arrival is between the hours of 7:30–9am. We begin organized activities at 9am, so please have your child at camp by that time.

PICK UP (Traditional Day Camp): Pick up time is 4:30–6pm. The Y recognizes the need to provide a safe and secure site for all children in our Day Camp programs. As a result, the Y will only release a child to an adult who is listed on the “Authorized Pick-up List” provided on the registration form. This also can be updated online. The Y staff will adhere to the rules below to protect children in their care. Adults picking up children must initial the program sign-out sheet each day upon pick up and will be asked by a Y staff member to show a picture ID.

LATE PICK-UP/FAILURE TO PICK UP: Staff are scheduled until 6pm, however, staff will not leave a camper unattended. A late fee of $1 per minute per child will be applied for late pick-up. Chronic late pick-up may be grounds for extra fees and/or dismissal from the program. In the event that you fail to pick up your child, the following will happen:

- We will notify the Program Director and call the Branch Executive to determine the appropriate next steps, which may include calling police and/or social services.

CHANGES TO THE PICK-UP LIST: Any changes to the pick-up list must be submitted in writing to the Y by the primary responsible party. Any court orders declaring changes in custody should also be provided to the Y for our records. The primary responsible party is the only person who can amend the authorized pick-up list.

STEPS FOR CLARIFYING CUSTODY ISSUES: If an adult who is not on the authorized pick-up list comes to pick up a child, the child will not be released to the adult. Y staff will contact the primary responsible party who must clarify the situation as outlined above. If the primary responsible party cannot comply by providing a signed notice, then the YMCA staff must: 1) Contact and involve a Y Director immediately; and/or 2) Contact local law enforcement or social services if necessary.

In cases of separated and divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding a parent from picking up the child from our program, or from picking up at times not allowed by the court decree. If anyone is specifically NOT allowed to pick up your child, please list them under the “NOT AUTHORIZED” section on the Day Camp registration form.

IMPAIRMENT: At times we are called to make judgments concerning a camper’s safety. If a YMCA staff member suspects that the adult authorized to pick up the child is impaired when he or she arrives, the YMCA will keep the child until alternative transportation can be arranged. The YMCA will first contact another family member, spouse or emergency contact. The YMCA reserves the right to involve appropriate authorities if necessary.
OUR MISSION
The YMCA of Greenville, following the example of Christ, builds healthy spirit, mind, and body for all.

CAINE HALTER FAMILY YMCA
721 Cleveland Street
Greenville, SC 29601

EASTSIDE FAMILY YMCA
1250 Taylors Road
Taylors, SC 29687

GEORGE I. THEISEN FAMILY YMCA
100 Inspirational Way
Travelers Rest, SC 29690

PRISMA HEALTH FAMILY YMCA
550 Brookwood Point Place
Simpsonville, SC 29681

YMCA JUDSON COMMUNITY CENTER
2 Eighth Street
Greenville, SC 29611

YMCA HOLLINGSWORTH OUTDOOR CENTER
259 Adams Mill Road
Simpsonville, SC 29681

YMCA PROGRAM CENTER
100 Adams Mill Road
Simpsonville, SC 29681