

**FREMONT/NEWARK FAMILY YMCA**  
Acknowledgment of Receipt of  
YMCA Summer Day Camp Handbook

This is to acknowledge that I have received a copy of the YMCA Summer Day Camp Parent Handbook and I understand that this handbook contains important information. I will familiarize myself with the materials in the YMCA Summer Day Camp Handbook and understand that I am governed by its contents.

1. Child's Name \_\_\_\_\_
2. Child's Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Optional: (confidential) We ask this information of you, for statistical reasons that include the money we receive from federal grants for our scholarship funds.

Family Income: \_\_\_\_\_ Ethnicity \_\_\_\_\_

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PARENT  
HANDBOOK

**YDAY CAMP**™

We build strong kids, strong families, strong communities.

## **A Note from the Camp Director/Camp Coordinator**

Welcome to Summer Camp 2010. The YMCA of the East Bay, and the Fremont/Newark Family YMCA, are proud to offer quality camping for your child. We adhere to stringent standards regarding leader – to – child ratios, staff training and off-site risk management and safety procedures. Our curriculum provides children with exciting opportunities to meet new friends, learn new skills and character values in a fun environment.

We have planned an exciting summer of fun and adventure for your child. This handbook is designed to answer some frequently asked questions. Please read it thoroughly and keep for easy reference. We look forward to a safe summer.

Sincerely,

Deepa Mehta  
Associate Program Director

Megan McLeod  
Camp Coordinator

## **Mission / Philosophy**

### **Mission**

The YMCA of the East Bay is committed to strengthening and enriching the development of individuals and families through quality programs and services that build a healthy spirit, mind, and body for all.

### **Philosophy**

The goal of the YMCA camping program is to help strengthen and to support kids to grow spiritually, mentally, and physically. Through intentionally planned activities, YMCA programs help develop people to their fullest potential.

## **YMCA Day Camp Goals & Objectives**

1. The purpose of YMCA Day Camp is to help campers grow spiritually, mentally, and physically, using a campsite, challenging activities, and trained, caring staff.
2. The following YMCA programs objectives are to be met by the day camp program.  
We will strive to help each camper:
  - ◆ Grow personally
  - ◆ Learn values
  - ◆ Improve personal and family relationships
  - ◆ Become better leaders and supporters
  - ◆ Appreciate diversity
  - ◆ Develop specific skills
  - ◆ Have fun!!!
3. The day camp program promotes the four character development values of Caring, Honesty, Respect, and Responsibility.

## **YMCA Character Development**

Since the founding of the YMCA, it has been our mission to build strong kids, strong families and strong communities by offering programs and services that teach people to accept and demonstrate the important character values of caring, honesty, respect and responsibility. We believe character development is the most important aspect of what we do. YMCA Character Development is a challenge for all of us – staff, volunteers, participants and parents – to accept and demonstrate positive values.

While none of us are perfect, we can strive to improve. The YMCA believes good character makes a better family member, volunteer and community member

## Payment Policy

### Payment Policy

All registrations must be accompanied by a **non-refundable deposit of \$25** for each week of camp. The remainder of the camp fees will be due **two (2) weeks prior** to the program date. A surcharge of \$25 will be added on all returned checks. Two bounced checks will require that all future payments be money order or cash. *Please refer to the Summer Camp Brochure for individual camp prices.*

### 2010 Traditional Camp Tier Pricing

Fremont/Newark YMCA is now offering a tiered pricing structure to enable families with financial challenges the same quality camp experience for their children as families without the need for support.

Families who need additional support beyond the tiered pricing are welcome to fill out a financial aid application. All financial aid will reflect off of Tier 1.

Families who have a contract with 3<sup>rd</sup> party agencies, will be contracted from Tier 1 cost and will be responsible for paying any costs that the 3<sup>rd</sup> party agency does not cover.

**TIER 1** is based on the full cost of campers participating in the selected programs. This rate reflects the actual cost of sending a camper to the program. **\$225.00**

*If you are able to pay this amount, please do so. Thank you.*

**TIER 2** is a partially-subsidized rate that will help families who can't afford the full cost of the camp program. **\$215.00**

*Choose this rate if your family has the need to receive a subsidized rate.*

**TIER 3** is more heavily subsidized rate for families who need further assistance to send children to camp.

**\$205.00**

*Choose this rate if your family has the need.*

If you need additional assistance beyond this rate, please complete a campership application.

### Please refer to the following chart for the payment schedule.

<u>Week No.</u>	<u>Week Beginning:</u>	<u>Payment Due By:</u>
1	June 21	June 7
2	June 28	June 14
3	July 5	June 21
4	July 12	June 28
5	July 19	July 5
6	July 26	July 12
7	August 2	July 19
8	August 10	July 27
9	August 16	August 2
10	August 23	August 9

### Refund Policy

No refunds will be given on deposits for any reason. The remaining balance paid may be considered for a check refund if a "Cancellation form" is submitted **at least two weeks in advance**. Cancellation forms are available at the Membership Services Desk. Any cancellation given with less than two weeks notice will forfeit the ALL fees paid towards that camp week.

### **Transfer Policy**

Two weeks notice must be given in writing in order to transfer fees (less the deposit) to other sessions. (\*\*If space allows and with director approval)

### **Deposit**

All camps require a **non-refundable/non-transferable** \$25 deposit for each week. Deposits are applied toward the total fee of the program.

**On-line registrations will be held to the above noted cancellation/ refund/ transfer and deposit policies.**

### **Third Party Payment Policy**

Families that receive subsidy from a 3<sup>rd</sup> party agency are required to complete a registration form(s), submit a copy of a current contract listing the Fremont/Newark YMCA as the provider as well as pay a \$10 deposits on each camp week plus an annual membership fee \$35/\$60. (See 3<sup>rd</sup> Party Payment Contract). Parents are responsible for all payments not covered by their participating agencies. YMCA will refund deposits only after the 3<sup>rd</sup> Party Agency has paid the participants fees in FULL.

## **Membership**

The YMCA of the East Bay is a membership organization. Membership dues enable the YMCA to continue its work to provide programs that build strong kids, strong families, and a strong community. A membership fee is required to participate in all YMCA programs.

## **Financial Assistance**

We believe every child should have the chance to enjoy YMCA programs. Financial assistance is made possible through the generous support of our Annual Partners Campaign. Individuals unable to pay the full program fee are encouraged to contact the YMCA office for an application. Financial assistance is limited and is awarded on a first-come, first serve basis. Applications will be accepted beginning on **April 1, 2010**.

## **Phone call to your child at Camp**

Effective this summer 2010, for safety purposes, the YMCA has instated a policy that parents will not be allowed to call their child at camp and campers will not be able to call their parents at any time during a camp day. If at any time a parent needs to be contacted for emergency purposes or at a counselor's discretion, a YMCA staff person will make the phone call. If at any time you need to relay a message to your child, you can call 510-657-5200 and ask to speak to your child's counselor or a Program Director/Camp Coordinator.

## What Should Your Child Bring to Camp?

### Bag lunch

Please bring a bag lunch and drink marked with your child's name every day. There will be no time or place to buy lunches or drinks. Refrigeration and heating of food will only be provided on site days. On fieldtrip days, please do not send any food that is perishable and needs to be heated up. A goal of the YMCA is to promote good nutrition for children. Please keep that in mind as you pack your child's lunch/ snacks for camp. **Please NO SODA at Camp!** Please bring a nutritious morning & afternoon snack each day

### Backpack

A backpack is the best way to keep track of your child's belongings. Please label your child's backpack on the inside (for safety reasons your child's name should not be visible to strangers), as many bags look alike. Never send your child with more belongings than what can fit into the backpack.

### Sunscreen

Please apply sunscreen to your child before camp each morning. We also ask that you send sunscreen (Spray bottle type-SPF 30 - recommended) with your child to camp daily so that he or she may reapply throughout the day as needed. **YMCA Staff are NOT allowed to apply sunscreen on your child. Campers are NOT allowed to apply sunscreen on each other, unless they are of same sex and around the same age. Please talk to your child at home about applying sunscreen.**

### Clothing

Please send your child to camp in comfortable, "play" clothing. Children will be doing arts-n-crafts, going to parks, playgrounds, and various other places in the Bay Area; clothes may get soiled. Children should not wear clothing that will restrict activity.

### **Closed-toed shoes are required for camp.**

When going on hiking or a fieldtrip that requires a lot of walking, please make sure your child wears tennis shoes.

Weather will always vary, so please send a warm sweater or jacket. Please label all clothing as lost items frequently appear at camp. All lost & found items are kept for 2 weeks after the last day of summer camp (**August 27, 2010**). All unclaimed items will be donated to a local charity. Please make sure that all swimwear is age appropriate and take into consideration that the ages of the children your child will be swimming with may vary considerably.

### **Do Not Bring**

Please do not bring personal items to camp (walkmans, skateboards, radios, game boys, Pokémon, water guns, sharp objects, video games etc.) The YMCA is not responsible for lost or stolen items. **DO NOT BRING WEAPONS, TOBACCO PRODUCTS, DRUGS, ALCOHOL, ETC. CELL PHONES** are not allowed at camp. They will be confiscated if campers are violating this policy. This policy is for all age groups. Cell Phones can be retrieved from the Front Desk or off site locations upon camper pick up.

All Camp locations are equipped with a landline that staff/campers have access to use if required.

### **Spending Money**

Please do not send spending money with your child. Camp fees cover the cost of all materials and entrance fees needed. Announcements will be made beforehand if campers are allowed or need to bring money.

## **Field trips/Swimming**

### **Field Trips**

Please pay close attention to your child's weekly calendar so that you will be aware of special departure and return times for field trips. Please do not schedule appointments for your child on these days. **If your child misses the bus, no alternative care will be provided.** Schedules are subject to change. Please check at the sign in desk for delays or changes in daily schedule. Schedules will be available the Friday before each camp week begins.

### **Parent Information**

Each day, please consult the "parent information" table at the sign-in/out location at camp. **This is the most efficient way for the camp to distribute information to parents.** Any changes in schedule, important information, or interesting opportunities will be posted on this table.

### **Swimming**

Adventure and Movin On camps will have one swim day per week and Explorer camp will have once a week swim days, and Discovery camp will have no swim days this summer. Please check your child's weekly calendar for swim days. Please send proper swimming attire (no bikinis), a towel, extra pair of clothes and a plastic bag for wet clothing. Parents should provide swim caps and/or goggles if needed. Non-swimmers will be provided with alternate activities.

## **Sign In and Out Procedure**

It is YMCA policy that each child must be signed in and out by a parent or authorized representative every day, on the sign-in/out sheet. A full signature is required, no initials please.

The YMCA maintains no responsibility for the child once he/she is signed out of the program.

If a child has not been picked up by the close of the camp day, the parents/guardian will attempt to be reached along with the emergency contact. If no one can be reached after 45 minutes, the Department of Social Services will be called.

Children will be released only to those authorized persons designated on the child's release form.

**ALL** persons will be asked to show photo identification every day....Yes, even if we know you and see you daily. This includes persons named on your authorization form.

The YMCA must release a child to his/her parent or legal guardian unless we have a current court order forbidding this action.

## **Absences/Lateness**

### **Absences/Lateness**

Please inform the camp director or your child's counselor if you know that your child will be absent or late. We do not give refunds or credits for missed days.

### **Late Pick Ups**

All children not picked up by the end of camp day will be assessed the late fee of \$1.00 for every minute. All charges are due at time of pick up or before your child returns to camp.

## **Daily Health**

Your child's basic health status will be observed daily. This is a general health observation, which is informal. If your child appears to be showing signs of illness, a more formal evaluation will be completed (temperature, swollen glands, or sore throat, etc.) If staff determines the child to be ill, the parent will be called to pick up the child.

Please do not bring sick children to camp. Children need to be well enough to participate in all activities offered.

## **Medications / Illnesses**

### **Medications**

Please note any special medication needs on your child's Health History Form. Medication must be in the possession of a director or camp leader, with complete written instructions for administering it; please include exact dosage and time to be administered. All medication must be in its original container. This applies to all medications, including prescriptions and non-prescriptions. A "Medication Release Form" must be completed prior to the YMCA administering medication to your child. This form can be found at the sign in/out area. **DO NOT SEND MEDICATION TO CAMP WITH YOUR CHILD** that is not on the release form

### **Illnesses**

Please make arrangements to keep sick children at home. Parents will be contacted in the event a child feels ill or shows signs of illness. Parents will need to designate an authorized person that can pick up the child within 30 minutes.

## **First Aid**

All camp staff has the knowledge of basic first aid & CPR. In addition, designated staff is certified in Basic First Aid, CPR and safety training. A first Aid kit is kept on hand at each campsite. "Ouch Reports" will be given to parents at the end of the day in regards to minor scrapes and bruises.

## **Child Abuse Reporting Procedures**

In the event that there is an accusation of child abuse, the YMCA will take prompt and immediate action.

The YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.

## **Discipline Policy/Behavior Management**

Any trouble your child is having outside of camp may affect their behavior at the YMCA. Please keep the staff informed of any issues so we can be sensitive to your child's needs. The YMCA would like to work as a team with your family for the betterment of your child. This will enable us to provide the best environment for your child's growth and development.

Our first step is being proactive in our approach towards behavior management. We take action steps before a situation occurs. The more we know about a child, the easier it will be for us to be able to take this step. We also use positive reinforcement by consistently acknowledging good behavior.

**The expectations listed below in bold are general expectations we have for all of our programs participants.**

### **Respect for others**

- ◇ Keep your hands to yourself
- ◇ No harming each other physically (by hitting, kicking etc.) or emotionally (name calling, excluding others)

### **Safety first**

- ◇ Listen to your camp leader at all times
- ◇ Report unsafe behavior to a camp leader

### **Speak for yourself/ listen attentively**

- ◇ Express your-self positively
- ◇ Be open to other beliefs and ideas

### **Be Responsible**

- ◇ Clean your own messes
- ◇ Help out when asked

If a situation does occur, we will do one of the following:

1. We will give the child a natural and logical consequence to their action.
2. We will discuss this with them to help them understand the connection between their action and the consequence.
3. If it is necessary, the child will be removed from the group in the company of their camp leader. This gives the child a chance to cool off and be able to discuss the situation with their leader in a calm and productive manner.
4. If we feel that your child's safety or that of the other children is in jeopardy, you will be required to immediately remove your child from the program for the day. Suspension or expulsion may be discussed depending on the situation.

**WE NEVER USE CORPORAL PUNISHMENT.** The YMCA staff is committed to providing a program in which all children can succeed. In the event that a child's negative behavior cannot be improved through discussion between leader and child, the following steps will be taken:

1. Staff will inform the parent of the behavior and seek additional suggestions on how to handle the child's behavior.
2. If the behavior continues, the parents will be asked to come to the YMCA and meet the staff to work out a plan to resolve the situation.
3. If none of the above measures are effective, your child will be asked to leave the program. The safety of all the children is very important to the YMCA.

## **General Release of Liability**

For your records, the following is the release you signed on the registration form.

The health history is correct, so far as I know, and the person herein has permission to engage in all prescribed program activities. I give permission to the physician selected by the YMCA to order x-rays, routine tests, and treatment for the health of my child, and in the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the YMCA to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for my child named above. Recognizing the YMCA will do its best to ensure a safe experience, I understand that certain dangers or accidents may occur. I hereby release the YMCA of the East Bay from all responsibility and liability of any nature, including claims for injury, death, loss or damage, resulting from my child's participation in program activities. Photos of my child may be used for promotional purposes. This form may be photocopied for use away from the program site.