



GREAT SUMMERS

START AT THE Y!

YMCA DAY CAMP

PARENT HANDBOOK

SUMMER
2021



LOCATIONS:

RON ROSNER YMCA

CHANCELLOR ELEMENTARY

MASSAD FAMILY YMCA

WINDING CREEK ELEMENTARY

KING GEORGE FAMILY YMCA

CAROLINE FAMILY YMCA

For a better us. www.family-ymca.org

WELCOME!

WE ARE FOR YOUTH DEVELOPMENT

Nurturing the potential of every child, we believe all kids deserve the opportunity to discover who they are and what they can achieve. That's why through the Y, thousands of youth today are cultivating the values, skills, and relationships that lead to positive behaviors, better health, and educational achievement.

OUR MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind and body for

OUR PHILOSOPHY

Camp is an exciting, safe community for young people to explore the outdoors, build self-esteem, develop interpersonal skills and make lasting friendships and memories. Our purpose is to present a quality, age-appropriate fun program while promoting healthy lifestyles, strengthening family relations, increasing international understanding and, developing leadership qualities and social responsibility.

Our Staff

Our camp staff members are excellent role models for your children; we pride ourselves on our selection and careful screening to employ the finest camp counselors, directors, and support staff in the region. Candidates must meet strict YMCA Child Care qualifications which meet, and often exceed licensing standards. They must also meet YMCA Childcare Administration Guidelines; pass a background check, and participate in training and certification programs including First Aid, CPR, Prevention and Recognition of Child Abuse, Curriculum Planning, Child Development and Licensing Regulations.

Camp Contacts

Site	Camp Director	Phone
Caroline	Keeyana Johnson	804 448 9622 x4042
King George	Ericka Robinson	540 775 9622 x3087
Ron Rosner	Lauren Ordonez	540 735 9622 x1056
Massad	Karla Edwards	540 371 9622 x1061
Stafford Schools	Brandon Wise	540 371 9622 x1056
Spotsylvania Schools	Trenea Gross	540 735 9622 x2014

Admission Policy

Our camp programs admit children 5-15 years of age (Caroline and Spotsylvania schools 5-12 yrs). We will address physically challenged and special needs children on a per request basis with the hope that we can serve all children who come to us. The Rappahannock Area YMCA does not discriminate on the basis of race, color, religion, sex, national or ethnic origin in administration of its personnel and admissions policies. It is our hope to have a culturally diverse population within our staff, participants, and programs.

Payment Policy

Program fees are due on a timely basis. Payments are made through automatic draft from your bank account or credit card. Program fees will be deducted the Friday 10 days before the first day of the session. Any returned payments will incur a \$20 fee. Slots that are not paid on time and left unpaid will indicate that your child will not attend camp and the spot will become available for the next child on the waiting list. All registration fees and deposits are non-refundable and non-transferrable.



OPEN DOORS

The YMCA does not turn anyone away based on inability to pay for membership or services. Please contact Member Services at each of our branches about our Open Doors Financial Assistance Program. Financial assistance for summer day camp is available!

www.family-ymca.org

2021 Summer Camp Experiences



Kinder Camp (ages 3-5)

Our preschool camp is an exciting time filled with a variety of activities for children. Our activities provide a developmentally appropriate, hands-on learning environment that is implemented through the use of centers. In addition, the program is enriched with water play, sports and movements. This is a half day camp that meets 3 days per week.

Day Camp (completed kindergarten-12)

School is out! It's time for fun, sunshine, friendships and tradition. Each session is an action-packed, full day experience for children. YMCA Summer Camp reveals a fascinating world of field trips, swimming, storytelling, nature study, singing, arts & crafts, games, sports, play and more! We incorporate our core values: Caring, Honesty, Respect and Responsibility into all YMCA programs and activities.

Summer Camp Policies

Camp Calendars and Newsletters

Calendars and newsletters will be available at your child's camp site, or via email through your Camp Director.

Signing Your Child In and Out of Camp

You must sign your child in the program and out of the program EVERY DAY. **You MUST provide photo identification EVERY DAY!** We want to keep your child safe! Children cannot sign themselves in or out. We cannot be held responsible for your child if we are uncertain of his/her presence. All persons signing children in/out must be at least 18 years of age.

Dress Code

Campers should wear comfortable and appropriate clothing for indoor and outdoor activities. Camp activities can be messy. Please send your child in serviceable clothes; not "party best". We do not reimburse for clothing rips, stains or normal wear and tear. Campers are not allowed to wear shirts that show their midriff or have spaghetti straps. Short shorts are not allowed and pants must be able to stay up on their own or the camper must wear a belt. Closed-toed shoes must be worn at all times for safety reasons. Only one-piece swim wear is permitted.

Please note: if you send your child in inappropriate clothing, you will be called and asked to bring different clothes and/or shoes for your camper.

*Two piece swim suits are allowed for KINDER KAMP only.

Hygiene and Toileting

Campers must be able to perform independently, without assistance, routine self-help skills such as hand washing, changing clothes, and toileting.

Lunch and Snack

Please send your camper with a nutritionally-balanced lunch, 2 snacks, and a water bottle labeled with their name on them. The YMCA is a nut-safe zone. We do not have facilities for refrigerating or microwaving lunches, please pack the lunch with this in mind. Forgotten lunch fees are \$5; water bottles are \$1.

Illness

The health and safety of your child is of major importance to all of us. In order to protect the children in the program who are well, we have very strict rules about sick children. These rules are in compliance with all Virginia Commonwealth licensing regulations. Parents must contact the YMCA within 24 hours of their child, or any member of their household, being diagnosed with a communicable disease.

If your child becomes ill in our program, we will call you. You must then make immediate arrangements to pick up your child. Sick children cannot be with well children. If we send your child home with a fever, is vomiting or has diarrhea, they may not return until they have been without a symptoms for 24 hours. This means if we send your child home on Tuesday, he/she may not return until Thursday. Please keep your child home if he/she has:

- Had a fever in the previous 24 hour period
- A cold that is less than two days old
- A heavy nasal discharge
- A constant cough
- Re-occurring vomiting or diarrhea (2 or more times)
- Temperature of 100
- Symptoms of communicable disease: sniffles, reddened eyes, sore throat, headache, and abdominal pain plus fever.

STAY INFORMED

Medication

If your child requires medication while at camp, we must have a signed authorization to give medication. The medication must be prescribed by a doctor and be in the original bottle with your child's name on it. No over-the-counter drugs unless prescribed by a doctor; written verification is required. We are not required by law to administer medication, and only do so as a service to parents; additionally, we are not responsible for missed doses. Please understand that it may not always be possible to administer medications as requested. Only YMCA staff certified as "Medication Administrators" may dispense medications. All medications will be kept in a locked box.

Things to Bring

Campers should bring a labeled (first and last name) towel, bathing suit, change of clothes, water bottle, lunch, and 2 snacks daily. All items should fit in a labeled backpack that your child can carry throughout the day. Children are not permitted to use vending machines during camp hours. Please note the YMCA's policy on over-the-counter skin products: YMCA camp staff will administer sunscreen and/or insect repellent provided we receive written parental authorization noting any adverse reactions. All products must be in their original containers labeled with your child's first and last name.

Things Not to Bring

Any electronic devices, toys (or similar items), water guns (only on assigned days), or money. These items will be confiscated and held by the Camp Director if brought to camp.

All YMCA camp staff are mandated reporters. We are required to report any suspected abuse or neglect to the Department of Social Services.

Telephone Calls

Children may not receive personal phone calls at the YMCA, except in emergency situations.

Cell Phones

There are no cell phones permitted during camp hours. If your child has a cell phone for contacting you before and after camp, the cell phone must be off and put away during camp hours. Please remember: The YMCA is not responsible for any lost or stolen items.



Lost Articles

The lost and found for each session will be stored separately. Labeled items will be returned. Unlabeled items will be held for two weeks after which they will be donated to Goodwill. Unlabeled socks and underwear will be thrown away at the close of each camp day. We are not financially responsible for children's losses, but will make every effort to locate the lost items. Please clearly label all items with your child's first and last name.

Emergencies

In case of an emergency, parents will be contacted first at work/home. If necessary, the Day Camp Director will call 911. If unable to contact parents, emergency contacts will be called.

Physicals, Birth Certificates, Immunizations, and Registration Forms

We are a licensed through the Commonwealth of Virginia, therefore there are forms/ documents that are REQUIRED. All documentation should be submitted electronically to ePACT. A current and complete copy of your child's physical, birth certificate and immunization record is due at registration. All physical and immunization records must be dated and signed off by the physician within the last year

Reminders are sent out notifying of incomplete ePACT files. We cannot access any information in ePACT until it is fully completed and submitted. Spots for summer camp are filled on a first come, first completed basis based on completion of pre-registration and ePACT.

Parent Responsibilities

- Keep proper registration information and current phone numbers in the child's ePACT. Emergency services may be delayed if the information is not provided.
- An "Authorization to Give Medication" form must be completed by the parent if a child requires Emergency medication while in the program. Medicines must be in the original containers. Please give specific instructions. Medication is stored in a locked area away from the children.
- If your child has the following, within 24 hours you must keep him/her at home or will be required to pick him/her up: Temperature of 100 F or more, contagious illness, vomiting or diarrhea
- Evaluations: We need your comments and ideas for this program. Periodically, we will hand out evaluations. Please fill them out and return them to camp. Evaluations are used to inform staff of strengths and weaknesses.
- You are always welcome to visit camp. We also encourage you to talk with our leaders or day camp directors about the program and any needs or special successes your child is experiencing.
- Children's actions in camp often reflect problems they are experiencing at home (i.e. pet's death, parent's divorce, sibling disagreement, etc.). If any such disruptive or traumatic experience should occur, please inform the Camp Director or Counselor. This will enable us to better meet the needs of your child.

Discipline and Behavior Management

A child's participation in day camp depends upon his or her behavior. We certainly want each child to enjoy the activities planned and benefit from his or her experience with the Rappahannock Area YMCA.

Basic rules of safety and conduct are reviewed below. Please make certain that your child is aware of these rules. Parents will be informed by phone, in writing and through parent conferences if their child continues to display inappropriate behavior. General disciplinary techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable. An activity will be denied for repeated poor behavior and the child will be directed to alternative activity.

Failure to comply with following rules may lead to disciplinary action, possible suspension and/or termination from the program.

- **Repeatedly engaging in fighting as a way to solve an issue.**
- **Stealing or defacing the site or other children's property.**
- **Refusing to follow basic safety rules.**
- **Repeated disrespect for staff or rude and discourteous behavior toward other children.**
- **Repeatedly displaying an inability to follow established guidelines.**

The parent will be given written notification of termination with a one-week period of obtaining new services. Immediate termination could occur if the YMCA staff feels it cannot maintain the safety and welfare of the child and/or other children.



Payment Information

- A registration fee and a \$10 deposit per session, is due upon enrollment. The \$10 deposit is deducted from your camp session fee. Fees can be found at the branch for each type of camp as they vary from branch to branch. For complete summer camp information and pricing, please visit our website: www.family-ymca.org.
- Payment for each session is due on Fridays 10 days prior to the start of each session.
- Camp hours are from 8:30am until 4:30pm and extended care runs from 6:30am-8:30am (6:00am-8:30am for Caroline and Massad) and 4:30pm-6:30pm. Please indicate during registration if you would like to utilize this service.
- All fees must be paid by draft. You can either use a credit card or checking account. If payments are not paid on time, a \$25 late payment fee will be charged to your account. A \$20 fee is charged to your account for non-sufficient funds.

Virginia State Licensing Information

The Commonwealth of Virginia helps assure parents that child day programs assume responsibility for the supervision, protection, and well-being of a child for any part of a 24 hour day. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licenser, licensed programs include child day care centers, family day homes and child & family day center systems.

Standards for licensed child day centers address certain health precautions; adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards of licenser. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of a child day program or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

- **Fairfax Licensing Office (703) 934-1505**
- **Verona Licensing Office (703) 248-9345**
- **Northern VA Regional Office (540) 347-6396**
- **Piedmont Regional Office (703) 857-7971**
- **Central Regional Office (804) 662-9743**
- **Eastern Regional Office (804) 473-2116**

NOW OFFERING CAMP AT EACH OF OUR BRANCHES

Caroline Family YMCA

17422 Library Boulevard
Ruther Glen, Virginia 22546
(P) 804 448 9622
(F) 804 223 3999

Stafford County YMCA SACC

212 Butler Road
Falmouth, Virginia 22405
(P) 540 371 9622
(F) 540 899 3694

King George Family YMCA

10545 Kings Highway
King George, Virginia 22485
(P) 540 775 9622
(F) 540 775 1844

Spotsylvania County YMCA SACC

5700 Smith Station Road
Fredericksburg, Virginia 22407
(P) 540 735 9622

Ron Rosner Family YMCA of Spotsylvania

5700 Smith Station Road
Fredericksburg, Virginia 22407
(P) 540 735 9622

Massad Family YMCA

212 Butler Road
Falmouth, Virginia 22405
(P) 540 371 9622
(F) 540 899 3694

Visit us online at www.family-ymca.org

Camp Hours

Y-Camp

Mondays—Fridays from 8:30am–4:30pm.

**Extended care is available 6:30am—8:30am
(6:00am–8:30am for Caroline and Massad) and
4:30pm—6:30pm for an extra fee.**