



WELCOME TO YMCA KANATA DAY CAMP

We're excited that you've chosen YMCA Kanata Day Camp. Our camp is designed with your child in mind.

Our staff believes that every child should have a chance to grow and shine in a caring and encouraging environment.

This Parent Manual provides information to help you and your child have a successful camp experience. Please read everything carefully, and let us know if you have any questions or concerns. We're looking forward to the best summer ever!

CONTACT US

YMCA Kanata Day Camp

Office (919)556-2661

Camp Director: Shannon Walklet (919)268-1379

shannon.walklet@campkanata.org

Join our closed facebook group at YMCA Kanata Day Camp 2018 for updates on your program.

We take pride in our youth staff, camp directors and leadership staff. If you have serious concerns about any YMCA youth program, please contact our confidential hotline at 919-719-9690.

For billing and account information, please call 919-719-9989, Monday - Friday, 8 a.m. - 6 p.m. CustomerService@YMCATriangle.org.

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COMMUNICATION

YMCA Camp Kanata will provide you with periodic updates about your child's participation in camp. We strive to communicate effectively about our programs through newsletters, posted signs about upcoming events, email and staff communication during Rides In/Out. If you have questions, please feel free to contact your camp director.

EMAIL ADDRESS ON FILE

Be sure to update your online account with an accurate email address. The week prior to your child's first day of camp you will receive an email including a calendar of events. The email will let you know what is planned for camp each week including dress up days, as well as special activities and events.

PARENT PARTICIPATION

The Y believes strongly that parent participation is a key ingredient in a quality program. We encourage you to visit camp to see how your child spends his/her time with other children and Y staff. Discuss any problems or ideas with the camp director, including situations at home, scheduled events or happenings at school. Frequent communication will assist us in more fully meeting the needs of your family.

PARENT INPUT

The YMCA conducts annual surveys to gather parent feedback so that we can continually improve our programs. We appreciate your input.

We take pride in our youth staff, camp directors and leadership staff. If you have serious concerns about any YMCA youth program, please contact our confidential hotline at 919-719-9690.

And please know, we'd love to hear from you if you see our staff doing extremely positive work, too.

PARENT VISITS

Parents and other visitors are welcomed to stop by any time during program hours. A visitor's pass must be obtained from the program office before touring the program.

WRITTEN NOTES

Parents should write a note in instances of:

- Early pickup
- Pickup by someone other than those designated as emergency contacts with pickup authorization on your child's account
- Medication needs (Please review the "Health & Safety" section.)
- Modified activities, extra help or additional support for your child

CUSTODY ISSUES

Please alert the YMCA Camp office of child custody arrangements. It is imperative that official, current court documents are maintained in your child's file if custody or visitation is a concern. Without court orders, we cannot withhold a child from his/her parent. Based on the information that you share with your director, he/she will tell you if additional documentation is required.

The parent(s) who registers the child for camp is responsible for payments. We cannot sub-divide fees.

WEEKLY PROGRAMMING

DAILY SCHEDULE

7-8:50 a.m.	Rides In
9 a.m.	Opening Assembly
9:30 a.m.	Huddle Time and Snack
10:00 a.m.	Activity Period 1: Clinics – This activity time is an elective. Campers are given options of special activities.
11:15 a.m.	Lunch
12:30 p.m.	Activity Period 2: Rotating activity time may include swimming, archery, arts & crafts, or field games.
2:00 p.m.	Activity Period 3: Rotating activity time may include swimming, archery, arts & crafts, or field games.
3:30	Closing Assembly
4:30 – 6 p.m.	Rides Out begins

WEEKLY THEMES

June 11 – 15:	Pirate Week
June 18 – 22:	Jungle Week
June 25 – 29:	Color Wars Week
July 2 – 6:	Stars and Stripes Week
July 9 – 13:	Super Hero Week
July 16 – 20:	Christmas in July Week
July 23 – 27:	Hollywood Week
July 30 – Aug. 3:	Space Week
Aug. 6 – 10:	Blast from the Past Week

WACKY WEDNESDAYS

This is an area where branches can talk about special programming days if applicable or delete this section if not applicable.

Wacky Wednesdays, etc.

FAMILY NIGHTS

Campers and their families are invited to join us for family nights throughout the summer. At Family Night, you will get to experience what camp is like, meet your child's counselor as well as have time for fellowship with other families in the program.

Kanata Day Camp Family Nights will be 6:30-8:00 PM on Thursday, June 28 and Thursday, August 2. The whole family is invited. Hotdog dinner will be served. Both events are open to all 2018 Kanata Day Camp families. More details will be sent as we get closer to the dates.

WHAT TO WEAR

- Dress appropriately for the outdoors, play and the weather.
- All shoes must be closed-toe. Sneakers are recommended.
- A cap or hat for sun protection is advisable.
- All clothing should be clearly marked with the child's name and phone number.

WHAT TO BRING

- All children should bring a backpack to carry their belongings. The backpack should be clearly marked with the child's name and phone number.
- Swimsuit and towel
- Sunscreen and insect repellent (optional). If your child brings sunscreen or insect repellent, regardless if it is spray or lotion, a Medication Distribution Form is required. Staff will supervise and/or assist in the application of sunscreen and insect repellent.
- Campers should bring a water bottle that can be refilled at our many hydration stations around camp.
- A change of clothes just in case
- If you are pre-registered for horseback, bring a pair of long pants to change into

Toys, personal listening devices, portable game devices, cell phones, trading cards, stuffed animals, pets and money should stay at home.

YMCA Kanata Day Camp is not responsible for lost, stolen or broken items.



LUNCHES AND SNACKS

- YMCA Kanata Day Camp does not serve lunches and snacks.
- Full-day participants should bring a nutritious lunch, beverages/water bottle and two snacks.
- We recommend small, cooler-type lunch boxes, clearly marked with the child's name and phone number.
- Non-perishable items are recommended since refrigeration is not available.
- Campers do not have access to a microwave.
- Healthy snack options include fresh fruit, raisins, pretzels, small granola bars and 100-calorie snack packs.
- Water, sugar-free beverages, and six-ounce servings of 100% fruit juice are healthy beverage options.
- We make accommodations for campers with food allergies.

CHARACTER DEVELOPMENT

At the YMCA, we believe in reinforcing good behavior and teaching our campers the importance of our five core character traits: respect, responsibility, caring, honesty and faith in God. We recognize good character at camp by pointing out campers who display these traits throughout the day through incentive programs like bead necklaces.

Devotions are a daily time for campers to reflect on goals, experiences and positive behaviors. If you have questions about this part of our day, please talk with your child's camp director.

AGE-APPROPRIATE ACTIVITIES

We welcome campers from rising first graders to rising grade 6. We know that while we all are together in the camp family, different ages require different things. Camp One will have longer transition times between activities and counselors who love helping our youngest campers gain confidence through camp. Camp Two will have shorter transition times. All afternoon activities and swim times are separated by age.

SWIMMING

During your child's week at camp, they will swim daily at the pool or lake. To ensure all campers are safe, campers will take a swim assessment on the first day of the session or on his/her first day attending the program. Color-coded swim bands will be used to enable lifeguards to differentiate swimmers of different abilities. If a lifeguard does not feel like a child is a strong enough swimmer to receive a swim band, then the lifeguard will encourage the child to keep practicing and try again at a later date.

Children who do not pass a swim assessment or who do not wish to take a swim assessment will wear USCG approved life jackets and swim in the shallow area of the pool or lake only.

ADA POLICY

We're committed to providing equal opportunity and access to all children.

YMCA of the Triangle does not discriminate against any individual, including individuals with diabetes, on the basis of a disability or on the basis of any individual's association or relationship with an individual with a disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations offered at any of its locations. The YMCA of the Triangle will make reasonable modifications for individuals with diabetes or other disability upon request from them or, if the disabled individual is a child, from the child's parent or guardian, unless such a request amounts to a fundamental alteration of the relevant program (i.e., child care, camps, before and after school programs, classes and recreational programs). The provision of reasonable modifications is not limited to urgent, non-routine situations, and YMCA of the Triangle will make individualized determinations based on the specific facts of each request and will not apply a general prohibition against providing particular types of reasonable modifications.

If you have questions about ADA accommodations at the YMCA, please email ADA.officer@YMCATriangle.org for assistance. The ADA Compliance Officer will contact you within three business days.

HEALTH & SAFETY

MEDICINE PROCEDURES

Do not pack medication with your child's belongings. Parents (not the child) must bring necessary medications to the program office. Medications must be in their original containers with written instructions for dispensing. A **Medication Distribution Form** (available on our website YMCATriangle.org) must be provided for staff to dispense all over the counter medications including topical ointments, teething gel, diapering creams, insect repellents, lotions, sprays, creams, powders and sunscreen (spray or lotion).

Generally, children are prohibited from having medication with them, unless the medication is dispensed on their person (such as an insulin pump) or a doctor has specifically indicated in writing that the child may self-administer and safety precautions are met for the safe handling of the medication. If a doctor has given this written permission, a copy must be provided to the YMCA Kanata Day Camp. A parent or guardian must give the medication to program staff.

For safety reasons, all medications are stored and locked in the program office.

Notice: With respect to giving EpiPen and/or Glucagon injections to children participating in its programs, YMCA Kanata Day Camp will comply fully with the requirements of the Americans With Disabilities Act. For those children who may require EpiPen and/or Glucagon injections, or who have other special medical needs, the YMCA Kanata Day Camp will meet with the parent (s) or guardian(s) of such children and, through dialogue, strive to develop a mutually acceptable plan designed to address the medical circumstances of each individual child. The YMCA Kanata Day Camp will not administer, or be responsible for administering, medications that have to be inserted into body cavities.

WHEN TO STAY HOME

Please do not send your child to YMCA programs with any of the following symptoms:

- Sore throat
- Excessive coughing
- Diarrhea or vomiting
- Fever
- Head lice
- Undiagnosed rash, sore, or other skin condition
- Any other contagious disease or symptom

A child must be diarrhea, vomiting and fever-free for a full 24 hours before returning to the program. A physician's note may be required before re-admitting a child to the program.

INCLEMENT WEATHER

In the event of severe rain, lightning or other unsafe conditions, activities will be modified as necessary to ensure the safety of all participants.

- On **CODE ORANGE** days, outdoor activities are modified with frequent water breaks and play in shady areas.
- On **CODE RED** days, activities are modified with field trips or indoor play depending on the program site.
- Severe weather may affect the pickup process. In cases of driving rain and/or lightning, staff will keep children sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of YMCA Kanata Day Camp children and staff is our first priority.

Parents may come inside or into the sheltered areas at their own risk to pick up their child during severe weather conditions.

DROP OFF, PICKUP AND TRANSPORTATION

DROP OFF & PICKUP

Rides In is 7:30 – 9 a.m.

Rides Out is 4:30 – 6 p.m.

Rides In/Out is located at the Day Camp Shelter, across from the Office. Counselors will assist your child out of the car and with their belongings to check them in. During this time, you do not need to park or leave your car.

Parents may check campers in or out at any time during the day by stopping at the camp office. Parents will be asked to present a photo ID at the time of pickup.



PICKUP PROCEDURES

- At pickup time, children will only be released to parents, legal guardians and those designated as emergency contacts with pickup on your child's account. Please make sure your emergency /pickup contacts are updated in our system—you should be able to do this through your YMCA online account.
- Drivers must display YMCA pickup cards or photo identification.
- If you plan to have anyone else pick up your child, you must notify the Day Camp Director or office in writing by emailing CampKanata@CampKanata.org.
- Parents who drop off or pick up children outside of scheduled times must sign the child in and/or out at the Office.
- Severe weather may affect the pickup process. In cases of driving rain and/or lightning, staff will keep children sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of YMCA children and staff is our first priority.
- The YMCA Kanata Day Camp staff do not buckle children of any age into their car seats or fasten seatbelts, even when requested by the parents. We make every effort to be efficient in the Rides Out line. We provide parking spaces or space for a parent to pull up so they can secure their own child.

PICKUP CARDS

To ensure the safety of all participants, parents will receive pickup cards. Please clearly print your child's first and last name on the card and display it on the car windshield at pickup time. YMCA staff will question anyone who attempts to pick up a child without displaying a card. If you need additional cards for sitters, grandparents, etc., please ask at the program office. If a questionable situation arises, staff will hold the child until a parent has been contacted. A driver's license may be requested for identification.

PICKUP LATE FEE

A late fee is charged for children picked up after the last pickup time. The late fee is \$5 for the first 10 minutes past pickup time and \$1 for each additional minute thereafter. Two staff members will remain with the child until a parent arrives.

STAFF

The YMCA Kanata Day Camp prides itself on hiring quality staff that embody our Mission and have a passion for being a positive role model for children. Many of our counselors are high school and college students. Staff members are selected through a comprehensive application and interview process, and often have previous experience in other YMCA programs.

Each staff member completes a minimum of 30 hours of staff training that emphasizes the importance of safety, child development and fun. The YMCA strives to maintain a 1:10 ratio for youth camp programs.

We want you, as a parent or guardian, to know about staff behaviors that we consider appropriate, such as side hugs, high fives, praise and program-related discussions. Examples of inappropriate behavior include lap sitting, full front hugs, rough play, profanity, harassment, overly personal discussions and receiving personal gifts from counselors.

OUTSIDE CONTACT POLICIES

During staff time off or when no longer employed with the YMCA Kanata Day Camp, these persons are private citizens and are not subject to our employment rules and procedures. Knowing this, we instruct our staff that any contact with campers outside of our programs, whether in person, by phone or online, can only happen with the express approval and involvement of the camper's parent or guardian.

BABYSITTING POLICY

It is our policy not to endorse or recommend staff as babysitters. Any babysitting arrangements with present or former YMCA staff shall be based on the judgment of the parent or guardian. For the complete YMCA of the Triangle babysitting policy, please see our Youth Information Form.

BEHAVIOR EXPECTATIONS & DISCIPLINE PROCEDURES

At the YMCA of the Triangle, our behavior expectations and discipline procedures are based on our core values of caring, honesty, respect, responsibility and faith. We believe in creating a safe, secure and fun environment where all youth have the opportunity to learn the importance of demonstrating good character. We believe that in order to do this, all youth need to know and understand the rules and expectations for appropriate behavior. We also believe that when youth do not follow the rules or when they demonstrate inappropriate behavior, we have an opportunity to help youth learn from their mistakes.

The YMCA promotes behavior guidance and discipline through creating a positive environment, developing structure and clear limits, promoting social and emotional learning, reinforcing our core values and addressing challenging behaviors.

The YMCA of the Triangle youth programs use five simple rules to communicate behavior expectations to the youth in our care. The purpose of these rules is to ensure the safety of our campers and staff and to create a positive environment for all. These rules are:

1. Listen and follow directions.
2. Do what's right.
3. Keep your hands and feet to yourself.
4. Try everything and do your best.
5. Be an Upstander. If you see something, say something.
6. Be safe and have fun!

All youth are expected to follow the rules established by the YMCA for the safety of all youth in the program. Your cooperation and support help ensure that all youth have a safe and fun experience.

The YMCA does not allow the following behaviors including but not limited to:

- Any action that could threaten the physical or emotional safety of the youth, other youth or staff. Prohibited conduct may include, but is not limited to: abusive jokes, insults, slurs, threats, name calling or intimidation
- Destructive behavior
- Behavior that is of a habitual nature and negatively impacts the program, and/or safety and enjoyment of others
- Behavior that is of a sexual nature
- Some behaviors could result in immediate suspension or dismissal.

The YMCA uses positive discipline which means staff members promote desired behaviors through teaching and reinforcement. Staff will redirect or problem solve with youth when they are not displaying desired behaviors, rather than restrict behaviors by taking away opportunities or controlling youth with fear of punishment. We believe this approach focuses on the needs of the youth and contributes positively to the youth's overall development. Staff shall use positive discipline, which shall include the following:

- Communicate to youth using positive statements
- Encourage youth, with adult support, to use their own words and solutions in order to resolve interpersonal conflicts
- Communicate with youth by getting on their level and talking to them in a calm, quiet manner about the behavior that is expected
- There are times when restrictions may be necessary, and will most likely be directly linked to the health, safety or well-being of the youth or other youth. The YMCA staff does not use corporal punishment under any circumstance. In the event of a youth harming themselves, another youth, or an adult, staff may physically restrain the youth to ensure safety.

YMCA DISCIPLINE PROCEDURES

If a youth is unable to meet established behavior expectations, YMCA staff will follow these disciplinary procedures below. The YMCA staff desire to partner with families of the youth in our care. If at any time you have concerns about your child's behavior or success in our program, please do not hesitate to reach out to your Youth Director to set up a conference.

- Conversation between staff and youth to discuss behavior and reset expectations.
- Staff will first use positive reinforcement and redirection to redirect a youth's behavior. If this is ineffective, staff may use a timeout as an opportunity for the youth to take a break from the behavior before rejoining the group.
- Staff will communicate with parent/guardian if/when youth is not following established YMCA rules. This communication may be at Rides Out, over the phone or via a parent conference.
- If positive discipline and redirection are ineffective in changing the youth's behavior, the Youth Director may suspend the youth. Length of suspension will be determined based on each individual situation. Factors such as type/severity of behavior, behavior history, age of youth, etc. will be considered when determining the length of suspension.
- If the youth continues to have challenges after a suspension, the Youth Director may set up a conference with the parent/guardian to develop a behavior plan for the youth.
- If suspensions nor a behavior plan are effective in changing the child's behavior, the child may be dismissed from the program. Dismissal from the program for disciplinary reasons could result in permanent removal from all YMCA programs.

SPECIAL CIRCUMSTANCES

The goal of the YMCA of the Triangle is to meaningfully include all youth and provide accommodations in our programs when needed. To help us achieve this goal, we respectfully ask parents or guardians to inform the YMCA, prior to the start of the program, of any special circumstances which may affect your child's ability to participate. By providing information regarding the strengths and needs of your child, the staff can prepare helpful accommodations which will better serve all children in our programs.

Upon being informed of such circumstances, the Program Director or other staff member may request a meeting to gather more information and discuss the accommodations that can be created to successfully include your child.

BULLYING AND CONFLICT RESOLUTION

Bullying is an unwanted behavior that involves a power imbalance. Here at the Y our goal is to stop bullying, and we encourage our participants, parents, and staff to be Upstanders. An Upstander is one who recognizes when something is wrong and acts to make it right. If there is disclosure, discovery, or suspicion of bullying we will handle each instance case by case and with care. At the Y we are building a caring, respectful, honest, and responsible community for all; the safety of our program participants is our main concern.

Conversely, we define conflict as a disagreement or argument in which both sides express their views and there is an equal power balance. We believe conflict with resolution is a natural and important part of Youth Development. Conflict can be constructive if managed in the right way. We will identify and resolve conflicts in a healthy and proactive fashion. The conflict resolution skills we learn and practice will make a positive impact in our Y programs and in every child's future.