HEALTH FORM PROCESS

Health forms for your child are now even easier to complete! In our continuous efforts to provide the best possible care to our campers, The Newport County YMCA is partnering with CampDoc.com.

CampDoc.com is an electronic health record system for camps which allows us to consolidate and integrate camper health information into a centralized and secure location. Their system gives The Newport County YMCA staff instant access to camper health information, a key component in providing quality care.

The security, confidentiality and privacy of your camper’s personal health information will always be protected. Only the Newport County YMCA staff will have access to camper health information, and the CampDoc.com site is secure, encrypted and password protected.

CAMPERS

You will receive an e-mail from CampDoc.com with information about how to complete your camper’s health information within 7 – 10 days.

- click the link in this e-mail to set a password for your CampDoc.com account.
- follow the instructions and complete the health history for your camper. Alerts will appear for any missing required information
- upload any required documents to your CampDoc.com account.
- return to CampDoc.com at any time to make changes/updates to your camper’s health information before camp begins. For assistance with CampDoc please contact help@camdodoc.com or 734.636.1000.

REQUIRED PAPERWORK

Any camper without their CampDoc account reflecting 100% completion on the first day of camp will not be permitted to stay on camp premises until all the information and required documents have been uploaded to the campers account. Your child must have a complete physical within the last two years (one year for campers under the age of 6) and record of all immunizations received to date. A child may be exempt from immunizations for religious beliefs and/or medical reasons. Please contact the camp director if you have questions regarding this policy.

MEDICATIONS

The Authorization to Administer Prescription and Non-Prescription Medication form must be completed and signed by your/a physician prior to the administration of any prescription or non-prescription medication. Medications will be administered in accordance with the printed prescription label, which must be attached to the original prescription container. Non-prescription medication must be in its original container and will be administered in accordance with the physician’s instructions. If there are no manufacturer’s printed instructions for the age of the camper, the program may administer the non-prescription medication in accordance with the written, dated, and signed instructions including a statement that the instructions have been reviewed/approved by the camper’s licensed health practitioner, or with signed, dated, written instructions from camper’s licensed health practitioner.

FIRST AID | EMERGENCY CARE POLICY

CPR and First Aid Certified staff will always be available on-site. All staff members are trained and informed of the policies and procedures to follow in the event of injury or illness. The staff will take the following steps if your camper requires emergency care:
• attempts to contact the parent/guardian.

• attempts to contact any emergency contacts listed on your forms.

• if we cannot contact you, or in a life-threatening situation, we will call for an ambulance and your child will be transported to the hospital in the company of a director.

**WHEN YOUR CAMPER IS NOT FEELING WELL**

Please do not send your camper to camp if he/she is not feeling well. If your camper is not feeling well enough to participate in camp activities, we will contact you to pick up your camper as soon as possible. Please notify us if your camper has a communicable disease such as chicken pox, head lice, conjunctivitis, etc. Any camper suspected to have any of these communicable diseases will be sent home immediately. Campers may return to camp once they have been on medication for a 24-hour period and have obtained a doctor’s note. Campers with head lice may return to camp once treated and nit free.

**REGISTRATION CHANGES/CANCELLATIONS**

• If you need to change your summer camp plans, you can transfer your camper to another week at no charge provided that space is available and that you make the transfer request at least **two weeks** in advance of your camper’s original registered session.

• All cancellations up to two weeks prior to the camp session will receive a refund, minus the registration fee.

• Cancellations with less than two weeks’ notice will forfeit the entire fee of camp.

• Transfers and cancellations must be made in writing by sending the camp director an email.

**CAMP SAFETY AND STAFF TRAINING**

Camper safety is our #1 priority. The majority of our summer staff come from our before and after school programs, so they may already be familiar faces to your camper. Our staff are selected based on their expertise, background, and their strong desire to work with children. They are motivated to provide your camper a safe and fun camp experience. Reference and criminal background checks are completed on all staff members. All staff undergo extensive summer camp training. We cover topics such as team building, character development, conflict resolution, emergency procedures, child abuse awareness and prevention, CPR, first aid, and age-appropriate activity planning.

**WHAT TO BRING TO CAMP**

(Please label everything with first and last name)

• healthy lunch

• snacks (at least three)

• re-usable water bottle

• sunscreen spray and bug spray (please apply prior to your child’s arrival)

• bathing suit & a towel (plastic bag for wet clothes); no cut-off shorts

• hat and an extra change of clothes

• backpack

• sneakers and socks must be worn (no sandals, flip flops, Crocs)
WHAT TO LEAVE AT HOME

- electronic equipment (cell phone, game boy, iPod, headphones, etc.)
- toys (playing/trading cards, stuffed animals, water guns, fidget spinners, etc.)
- glass bottles
- open toed shoes, sandals, and Crocs
- knives, weapons
- drugs, alcohol, and any tobacco products
- candy, gum, lollipops, etc.

LUNCHES AND SNACKS

Breakfast and Lunch will be provided for your camper free of charge. Please make sure that you pack them with snacks. You also have the option to pack a lunch for your camper. Breakfast will only be provided for those who utilize AM Care. Lunch will be around noon each day.

Lunch will be provided for your camper, free of charge, but please make sure you pack plenty of snacks. Please refrain from candy or soda. We do not have refrigeration or heating facilities, so please do not send food requiring microwaves or refrigeration. If you do decide to pack your child with food, we suggest a mini cooler with an ice pack. Frozen juice boxes and water bottles make great ice packs and provide cold drinks when thawed.

LOST AND FOUND

It is important to label all your camper’s possessions with his/her first and last name; water bottles, towels, backpacks, clothing, lunch bags, etc. Although Y staff will do their best to remind campers to keep their items together, the Y is not responsible for lost items. It is easier to return items when your camper’s name is on them. Please check lost and found daily to reclaim lost items.

SUNSCREEN PROTECTION

It is strongly recommended that parents apply sunscreen to their camper each morning. Your camper should bring a bottle of sunscreen to camp each day. (spray is preferred) Counselors are not allowed to assist with application. Throughout the day, counselors will remind the camper to reapply the sunscreen. If your camper is particularly sensitive to the sun, a hat and SPF clothing may also be appropriate. In this case, please remind your camper to keep his/ her hat on throughout the day.

YMCA CODE OF CONDUCT

The Y has a clear responsibility to protect the camper in the programs and to promote the Y mission. The staff are required to adhere to a very stringent code of conduct that is reviewed during staff training. In support of this responsibility, this code of conduct governs the behavior of all individuals involved in Y programs. Staff, parents, children, and visitors shall be responsible for conducting themselves in such a way as to respect the rights of others, assist in creating a bully-free environment and model the YMCA core values of Caring, Honesty, Respect and Responsibility.

CAMP DISCIPLINE | ANTI-BULLYING POLICY

We strive to provide all campers with a safe and positive camp experience. Staff are trained to provide guidance and support when addressing a disciplinary issue, that is appropriate to the situation and camper’s
development. If a discipline issue does arise, the steps listed below will be taken (may vary based on the situation):

- verbal warning
- loss of choice/removal from activity
- camper and parent discussion
- removal from camp

   - disrespect, verbal or physical aggression toward staff, other adults, or campers
   - continuous disruption/uncooperative behavior
   - exhibiting behavior that endangers the safety of the camper
   - attempting to leave the camp or premises without staff permission
   - consistently disregarding the rules and authority of the staff
   - possession or pretending to possess weapons
   - racism, fighting, bullying, vandalism, and swearing
   - destruction of property or belongings
   - possession of drugs and alcohol

Upon review of the incident, parents may be contacted to speak to their camper or requested to pick up their camper immediately. Suspension guidelines are as follows: a one-day suspension for the first offense, a three-day suspension for the second offense, and a permanent removal of camp for the third offense. Any camper who is a threat to themselves or others or is a repeat offender will be expelled immediately. All suspensions and expulsions are at the discretion of the directors. If your camper misses’ days due to suspension or expulsion, no refunds will be provided.

**DEFINITION OF BULLYING**

Behavior by an individual or group, usually repeated over time that intentionally hurts another either physically or emotionally. Three conditions used to define behaviors as bullying:

- repetitive, willful, or persistent
- intentionally harmful
- an imbalance of power leaving the person feeling defenseless

These may include:

- taunting
- spreading rumors
- excluding others from groups
- kicking, hitting, or pushing

**PARENT | STAFF COMMUNICATION**
Leadership staff are usually present and available to talk during check-in/check-out times which is a great opportunity to communicate any concerns regarding your camper’s time with us. Any special needs or challenges your camper may be having at home may impact their experience while at camp. Please keep us advised of such circumstances prior to their arrival so we may provide the best possible day camp experience for your camper. Any custody issues must be discussed with a director prior to your camper’s start date. Legal documents from the court system are required.

PERMANENT WITHDRAWALS

The Y reserves the right to permanently suspend a camper at any time. Reasons may include but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions with a camper, parental or camper abuse of staff members, actions or behaviors by a camper that has or could severely harm themselves or another camper or any other reason that is deemed fit by the director and the executive director.

DROP OFF AND PICK UP

The parent/guardian is responsible to sign their camper in and out daily. Any adult who picks up a camper must be listed on that camper’s emergency contact list in CampDoc. A photo ID is required every day for each adult who picks up a camper. This is for the safety of your camper. If another adult will be picking up your camper, please make sure they listed as an authorized person to pick up the camper. If you would like to add a new individual to your authorized pick-up list, please do so in campdoc.8

If a camper will be picked up before 3:30 pm, please write a note and/or call the camp staff informing them of the time and who is responsible for pick up.

LATE PICK UP

Please note that a late pick-up charge of $1 will be assessed every minute you are late. The individual who picks up the camper will be expected to sign the late fee slip and payment will be billed to the account on file. Excessive late pick-ups may result in the camper’s suspension from camp.

BUS RULES

The following applies to transportation to field trips.

• profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical or verbal aggression are unacceptable behaviors.

• throwing things, on, out of, or at a bus are unacceptable behaviors. Campers are expected to keep their head, hands, feet, etc. inside the bus at all times. Anything that would create a safety hazard for the passengers or vehicle is unacceptable behavior.

• campers are expected to seat themselves promptly when getting on the bus and are to remain seated sitting on their bottoms (not feet, backpacks, etc.) until they reach their designated stop and the bus has stopped. Emergency doors are for emergency use only. Seat belts should be used if provided.

• vandalism, including marking or defacing the bus is not acceptable, and will be reported to the appropriate authorities including the police.

• eating or drinking on buses is not allowed. Smoking or use of smokeless tobacco products is not allowed on any bus.

• drivers are allowed to assign seating and keep seating charts on each bus.
• campers are expected to sit three passengers per seat if necessary, per Rhode Island state law.

• aisles and emergency exit doors are always to remain clear.

• bus drivers are responsible for safe bus operation and their decisions and requests are expected to be followed.

• riding on the bus is a privilege; if the rules are not followed privileges will be revoked.

SWIMMING POLICY

Staff members always accompany and supervise campers at swimming sites. Staff members review all of the rules of the pool, or ocean before swimming. Staff/camper ratios are maintained. Staff members ensure that a buddy system is always in place during swimming activities. Head counts are taken on a regular basis. During all recreational swimming activities, a certified lifeguard is present. Group counselors provide additional supervision; some counselors may swim with their group. If you do not want your camper to swim for any reason, please notify staff in writing. Campers must complete a swim test on the first day of camp and will be classified as:

Red: non-swimmer/beginner; could not complete the yellow test or refused swim test; will wear a camp-provided floatation device when swimming and will remain in shallow water.

Yellow: shallow water swimmer; can swim half the length of the pool with face in the water; tread water/float on back for 30 seconds; no floatation device required to swim and remain in shallow water.

Green: deep water swimmer; can swim full length of the pool with face in the water; tread water for 1 minute and float on back for 30 seconds; jump into deep end and swim to ladder/wall; may use entire pool; no floatation device required.

Campers are welcome to retest each week.

MOVIES AT CAMP

On rainy days, campers occasionally have the opportunity to watch a feature length G rated movie, or elementary level educational programming. If there is a movie you do not want your camper to see, please inform the camp director and they will carry out your request.

VISITOR POLICY

All visitors must check in and obtain a visitor’s pass to camp. Please check with the camp director for check in location or any additional requirements.

ELECTRONIC DEVICE POLICY

Electronic devices of any kind are not permitted. If a camper is using a device, staff will confiscate the device until the end of the day and give it to a parent or guardian. If parents and campers need to communicate, communication must go through the camper office. The Newport County YMCA is not responsible for lost or stolen items.
The Newport County YMCA day camps provide a happy, healthy environment for children to learn and grow. Children have the opportunity to build self-confidence, independence, and creativity. Parents have peace of mind knowing their children are in a safe and enriching place.

https://newportymca.org/camp/