BEST SUMMER EVER™

CAMP
PARENT HANDBOOK

NEWPORT COUNTY YMCA
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SUMMER CAMP GOALS

The Newport County YMCA Summer Camps are designed to allow your child the chance to become an integral part of a small group of children as they learn new skills, develop lasting friendships, and pursue the YMCA mission of healthy body, mind, and spirit.

YMCA Summer Camps strive to:

- Provide an emotionally and physically safe environment.
- Help children build and develop feelings of self-worth and appreciation for others.
- Allow children to experience activities in nature, contributing to constructive and enjoyable use of leisure time throughout life.
- Establish behavior guidelines and discipline acceptable to all campers and staff.
- Help children learn and develop physical fitness and team cooperation through exposure to various sports and games.
- Provide a forum for the exploration of creativity and imagination through participation in arts, crafts, and cultural activities.

FOUR CORE VALUES

The Four Core Values were introduced by the YMCA of the USA in the mid 1990’s. These assets were put in place in order to teach children the difference between right and wrong. We stress the high importance of these values every day in all of our camps.

- Honesty: Being honest, dependable and loyal.
- Respect: Living the Golden Rule, accepting others, showing courtesy and manners.
- Responsibility: Being accountable, doing one’s best.
- Caring: Being kind, compassionate, and understanding, showing love and charity to others.

REGISTRATION

Online and In-House registrations are available. If you opt to register In-House, there is a $10 administrative fee that is due at the time of registration to the provided method of payment. In addition, there is a non-refundable $25 deposit per week due at the time of registration.

Please note that if you receive RICCAP, the completion of an In-House registration packet is required at no cost and must be either dropped off to the Welcome Center or emailed to campregistration@newportymca.org. Once your child is registered and DHS Certificate # has been entered into the portal, you will be notified of your copay. You are required to set up automatic payments should you have a weekly copay. Please include your DHS Certificate # on the registration form.

If you are in need of Financial Assistance, you must complete the financial assistance application and return it along with the required documentation. Once you receive approval, you may choose to register online or In-house.
PAPERWORK POLICY

In addition to the summer camp registration packet, all children must have a copy of their immunization records on file. If your child requires daily medication, a medication authorization form must be completed, signed, and turned in prior to the first week of attendance.

CHANGES/CANCELLATIONS

Transfers and cancelations must be made in writing by sending an email to campregistration@newportymca.org.

If you must make any changes to your summer camp registration, there will be a $10/week charge to your account. Payment will be debited from the preferred method of payment provided at the time of initial registration.

All cancelations given with at least a two week notice will receive a refund, minus the $25 deposit. Cancelations with less than a two week notice will forfeit the entire fee of camp.

FINANCIAL ASSISTANCE

Our programs and services are available to everyone regardless of ability to pay. The Newport County YMCA financial assistance program uses a sliding fee scale designed to meet the financial needs of most families and individuals. People of all ages, backgrounds, abilities, and incomes need assistance at different times in their lives; any can apply for Financial Assistance.

PAYMENT POLICY

At the time of registration, camps may be paid in full with a check or debit/credit card. Otherwise, a $25 non-refundable deposit per week is required to reserve each camp in which you wish to register your child. Your bank account or debit/credit card will be drafted each week on the Monday prior to attendance. Failure to pay on time will result in the loss of space and deposit.

BILLING & ELECTRONIC FUNDS TRANSFER (EFT)

Weekly payments must be set up to draft from a bank account or debit/credit card. Payments will automatically draft from the payment method provided on the Monday prior to attendance.

PICK UP POLICY

Anyone picking up a child must be included on the "authorized pick-up list". Any person, including parent/guardian, must show a valid state issued ID in order to pick up a camper. Please be aware an ID must be shown every day, regardless of how frequently you pick up the child. Children will not be released without an ID. This is for the safety of the child(ren).

Please email campregistration@newportymca.org if you need to make any changes to your authorized pick-up list.

LATE PICK UP

Please note that a late pick-up charge of $1 will be assessed for every minute you are late picking up your child. 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. If a camper is picked up late more than 3 times, the child will be unable to attend camp.
**PANDEMIC**

In the event of a pandemic, the Newport County YMCA (NCYMCA) Summer Camps will follow any and all state and/or federal safety guidelines and mandates, which may involve but are not limited to stabilization of groups, mask wearing, testing, and wellness checks. The policies set forth aim to keep children and adults safe and healthy, while ensuring children are in a nurturing and responsive environment. These guidelines are based on the best available public health data at the time, and the practical realities of managing a summer camp program; as new data and practices emerge, the policies may be updated. The goals of the NCYMCA Summer Camps are to meet and exceed the standards whenever possible. Pandemic specific resources will be provided to families. Families may request resources available in their preferred language.

**SICK CHILD PROCEDURES**

Please do not send your child to camp when they are ill. Staff will observe each child upon daily arrival. If your child is experiencing any symptoms listed below, they must remain home.

- Vomiting
- Fever of 100.4 degrees or higher
- Diarrhea
- Eye discharge or Pink eye
- Draining rashes
- Too tired or sick to participate in daily activities
- Lice or Nits*

*Children must be nit and lice free prior to returning to camp. Lice are highly contagious and can take a while to eliminate from camp once introduced. Reintroducing children with nits prolongs contamination and prevents kids returning to camp.

If your child develops these symptoms after drop-off, parents will be contacted and asked to come pick-up their child. Your child will be separated from other children until you pick them up. We will report communicable diseases to the local health department. We will also notify other parents in camp, so they can take appropriate action to protect their children. At no time will the children be named, the notification to families will remain anonymous.

**MEDICATION MANAGEMENT**

NCYMCA will administer prescription medication to children only when a parent/guardian completes an administering medication form stating the date, name of the medication, dosage, and time at which it should be administered. The medication must be in the original container with the child’s name on it. State regulations mandate that caregivers cannot under any circumstances give a child a prescription drug that has another person’s name on it. Parents are required to hand the medication to the director. Medication should never be placed in the child’s cubby or lunch box. Medication that requires refrigeration will be placed in the refrigerator so the children do not have access to it. Medication that does not require refrigeration will be placed in a cabinet in the director’s office. The director who is responsible for administering the medication will document this administration on the medical administration form that lists the date, time, name of the child, name of the medication and the dosage. This form will be kept with the child’s enrollment paperwork.

**WHAT TO BRING TO CAMP**

- Morning and afternoon snacks
• Lunch  
• Re-usable water bottle (campers will be permitted to refill throughout the day)  
• Sunscreen  
• Bathing suit and towel (please bring plastic bag for wet clothes)  
• Hat  
• Extra set of clothes  
• Backpack  
• Sneakers and socks must be worn (NO sandals, flip flops, crocs)  
• Sweatshirt/raincoat (if it’s a rainy or chilly day)

WHAT TO LEAVE AT HOME

• Electronic equipment (cell phone, ipad, headphones, etc)  
• Toys  
• Glass bottles/containers  
• Open toes shoes, sandals, crocs  
• Weapons of any kind  
• Drugs/alcohol/tobacco products  
• Candy, gun, lollipops, etc.  
• Pets/Animals

LUNCHES AND SNACKS

The campers have a busy day and they get hungry. Please be sure to pack plenty of snacks and a nutritious lunch. Lunches provided by parents should strive to meet the USDA guidelines and contain a dairy product, a protein food, and two or more servings of fruit or vegetables. Please do not send candy, gum, or soda with your child to camp.

Lunch will take place at approximately noon each day. Please refrain from sending candy or soda to camp. We do not have refrigeration or heating facilities, so please do not send food requiring microwaves or refrigeration. 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.

The NCYMCA will provide hot dogs on “Cook-out Friday’s”. We ask families to donate ready to eat snacks/treats/drinks to share with your child’s camp to have with the hot dogs.

PEANUT AND NUT ALLERGIES

To help the NCYMCA create a safe environment for children with life-threatening nut allergies, you may be asked to refrain from sending your child with food containing peanut butter or other nuts and/or other foods manufactured in a plant that processes nuts. You will be notified if there is a camper that has such allergies. If you have any questions please speak with the Camp Director.

SUNSCREEN PROTECTION

It is strongly recommended that parents apply sunscreen to their camper each morning. Your camper should also bring a labeled bottle of sunscreen to camp each day (spray is preferred). 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.

LOST AND FOUND
Please be sure to label ALL items with your child’s first and last name; water bottles, towels, backpacks, clothing, lunch bags, sunscreen, etc.

Although the camp 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 your specific camp’s lost and found daily to reclaim lost items.

**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 experience, 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/1st Aid, and age-appropriate activity planning.

**YMCA CODE OF CONDUCT**

The NCYmca has a clear responsibility to protect the campers 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. For the safety of campers and staff, please note that we do not allow our staff to establish a relationship with a camper outside of camp. We have a strict “NO BABYSITTING” policy. Staff who babysit are subject to immediate termination.

**TRANSPORTATION**

Transportation of the camper must be made by the family or authorized pick-up person listed on the child’s registration packet. At no time shall a YMCA Staff member be permitted to transport campers at any time, to or from camp.

If a camper is attending a YMCA field trip, the YMCA bus will transport campers to and from the destination with the approval of the family. The designated bus driver will have all completed background checks and training prior to transporting children.

**CAMP DISCIPLINE/ANTI-BULLYING POLICY**

We strive to provide all campers with a safe and positive 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 arises, the steps listed below will be taken (steps will based on the situation):

- Verbal warning
- Loss of choice/withdrawal from activity
- Camper and/or parent discussion
- Suspension or dismissal from camp

**Reasons for dismissal from camp include:**
• Disrespect, verbal, or physical aggression towards 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/or 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.
- permanent removal of camp for the third offense.

A 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.

**PERMANENT WITHDRAWALS**

The NCYMCA 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.
- Any other reason that is deemed fit by the director and the executive director.

**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, and/or intentionally harmful.
- An imbalance of power leaving the person feeling defenseless; including taunting, spreading rumors, excluding others from groups, kicking, hitting, or pushing, etc.

We will not tolerate bullying at the Y. However, we believe that there is a difference between conflict, which is a normal part of life, and bullying, which is not normal. The ability to resolve conflict is a necessary life skill. Our goal is to support our campers in learning to resolve conflicts as they inevitably occur. In the event that bullying occurs, we will take immediate action to intervene.

**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 while in our care. 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.

VISITOR POLICY

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

CLOSINGS

Our summer programs are licensed through the Department of Human Services (DHS). In order to operate, there must always be electricity and running water. In the event of severe inclement weather, the NCYMCA summer camp program may be canceled. If summer camp has opened for the day and there is a power outage, families will be called to pick up their child(ren) immediately. We do not refund, prorate, or exchange days when we are closed due to unforeseen circumstances including power outages, loss of running water, etc.

Communication of such closures will be through our YMCA Facebook page and email.

Thank you for choosing the Newport County YMCA summer camps. We are looking forward to a great summer of creating new friendships, gaining new skills and experiences, and most importantly having FUN!!