

## 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. In particular, 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 outdoors, contributing to constructive and enjoyable use of leisure time throughout life.
- 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 expressive 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 everyday 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.

## LOCATION & PROGRAM HOURS

### CAMP CLARKE

792 Valley Road  
Middletown, RI 02842  
Camp Hours -  
8:30 am-4:30 pm  
Extended Care -  
7:30-8:30 am  
4:30-5:30 pm

### CAMP CFP

993 Anthony Road  
Portsmouth, RI 02871  
Camp Hours:  
Ages 3 & 4 - 8:30am-12:00pm  
Ages 5 - 12 - 8:30am - 4:30pm

## REGISTRATION

To be eligible to register for any YMCA program, there must be no outstanding balances owed to the YMCA.

## Waivers and Essential Documents

To successfully register for camp, the following forms must be submitted:

For All Campers –

- Registration Packet
- Participation Waiver
- Behavior Contract
- Sunscreen Permission Form
- Immunization Form

If Applicable –

- Official Court-Ordered Custody Documents
- Relevant Medical or Behavioral Information
- Medication Administration Authorization Form
- Completed Swim Test Form (Required for Aquatics Camps)

Online and In-House registrations are available. If you opt to register In-House, there is a \$25 administrative fee that is due at the time of registration. In addition, there is a **non-refundable** \$50 deposit per week due at the time of registration.

Please note that if you receive RICCAP or Financial Assistance, online registration is not available. You will NOT be charged the \$25 administration fee. Please complete an In-House registration packet and drop off at the Welcome Center or email it to [campregistration@newportymca.org](mailto:campregistration@newportymca.org).

Please include your DHS Certificate # on the registration form.

### **Emergency Contacts and Authorized Pick-Ups**

During registration, you will list the adults authorized to pick up your child from camp. Your child may be released at any time to any adult on this list. You **MUST LIST** a minimum of 2 separate emergency contacts. To change or update your list of approved contacts by email to [campregistration@newportymca.org](mailto:campregistration@newportymca.org).

### **Documentation of Court Orders**

Guardians must provide legal documentation necessary to enforce custody restrictions.

### **Age Requirements**

To be qualify for a camp's minimum age requirement, the camper must turn that minimum age by August 31<sup>st</sup>

### **Payment Procedures**

As the guardian registering a child for the Newport County YMCA Summer Camp, you are responsible for abiding by the fee agreement and fee schedule.

Down Payments:

Down payments are required for each week of camp at the time of registration. This is non-refundable, but can be transferable, depending on availability. Down payments are \$50 per week per camper.

## **AUTO DRAFT PAYMENTS**

It is your responsibility to keep your account and payment information up to date. All payments will be processed automatically on Monday two weeks prior to the camp week that your child will be attending. For example, payment will be drafted on Monday, June 9th for the camp week starting on June 23rd . Should your payment be declined for any reason, a second attempt to draft payment will automatically be attempted. If the second attempt is unsuccessful, a \$30 fee will be charged to your account. If you do not bring your account up to date, your camper's space will be reassigned, and they will not be allowed to attend camp. Any fees previously paid, such as deposit or partial payments for the week in question, will be forfeited.

## **CHANGES/ CANCELATIONS**

Changes and cancellations must be made in writing by sending an email to [campregistration@newportymca.org](mailto:campregistration@newportymca.org).

If you must make any changes to your summer camp registration, there will be a \$25 transaction charge/ per transaction to your account. Payment will be debited from the preferred method of payment provided at the time of initial registration.

All cancellations given with at least two weeks' notice will receive a refund, minus the \$50 deposit.

Cancellations with less than a two-week notice will forfeit the entire fee of camp.

## **REFUNDS**

Refunds are not provided for emergency closings due to weather or other unforeseen situations out of the control of the YMCA. If a child attends one day in a program, the full weekly fee will be assessed. Refunds and credits are not provided for days missed. Deposits are non-refundable.

## **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.

## **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.

## **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](mailto:campregistration@newportymca.org) if you need to make any changes to your authorized pick-up list.

For your child's safety, should any person who appears to be under the influence of drugs or alcohol attempt to pick up your child, our staff will not release your child to that person. Staff will contact another person on your authorized pick-up list. If no one is available, we will be required to contact law enforcement.

## **ILLNESS**

Children showing signs of a communicable illness shall be removed from the program immediately and placed in an isolation area until their custodial parent or legal guardian picks up the child. The illness will be reported to the parent/guardian immediately.

Signs and symptoms of a suspected communicable illness include the following:

- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Vomiting
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Temperature of 100 degrees Fahrenheit or higher in conjunction with any other sign of illness
- Eye discharge or Conjunctivitis (pink eye)
- Draining rashes
- Exposed, open skin lesions
- Any other unusual sign or symptom of illness
- Lice or Nits\*

\*Children must be nit and lice free prior to returning to camp. Lice are highly contagious and can take awhile to eliminate from camp once introduced. Reintroducing children with nits prolongs contamination amongst all campers.

If your child has any of the above symptoms, please keep them at home to recover for at least 24 hours. Your child will not be able to return to the summer camp program without medical authorization, or until the signs and symptoms of the illness are no longer present. A doctor's written release may be required at the discretion of the Director.

## **MEDICATION**

Staff will administer prescription medication to children only when a parent/guardian completes a medication administration authorization form. The medication must be in its

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 left in a child's backpack or lunchbox. Medication will be kept in a locked storage container. The director responsible for administering the medication will document date, time, name of the child, name of the medication, and dosage on the authorization form. This form will be kept with the child's enrollment paperwork.

### **ASTHMA/ALLERGIES**

Should campers require medications for asthma/allergy symptoms, parents/guardians must complete the medication administration authorization form. These medications will travel with the child, remaining accessible for easy access upon the onset of symptoms. Staff will contact emergency services immediately upon administration of medications. Parents/guardians will also be notified as soon as medications have been administered.

### **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.

### **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.

## **CELLPHONE FREE CAMP**

**NEW!** We are officially a cellphone-free camp! Campers and staff will not be allowed to have devices on campus. This will result in a camp where everyone is present, focused on activities, and practicing the old-fashioned art of conversation! **For urgent communication with or about your child during camp hours, call our hotline (401) 382-7128.** A director will answer and facilitate communication.

## **LUNCHES AND SNACKS**

The campers have a busy day and they get hungry. Please be sure to pack plenty of snacks and a lunch. 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.

## **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 caps 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/1<sup>st</sup> 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.**

## **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 be based on the situation):

- Verbal warning
- Loss of choice/removal 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.