



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Best. Time. EVER!



## **BEST. SUMMER. EVER.** Cumberland Cape Atlantic YMCA Somers Point **2020 Summer Day Camp Parent Handbook**





## Table of Contents

|                                  |   |   |       |
|----------------------------------|---|---|-------|
| Welcome to YMCA Summer Camp      | 3 | Meals at camp                                     | 7     |
| The YMCA Mission Statement       | 4 | Other Food at Camp                                | 7     |
| Program Goals                    | 4 | Ice Cream Day                                     | 7     |
| Our History                      | 4 | Transportation                                    | 7     |
| Volunteer Opportunities          | 4 | Sign In/Out                                       | 7     |
| Tax ID Number                    | 4 | Arrival Procedures                                | 7     |
| Contact Information              | 4 | Departure Procedures                              | 7     |
| Business Policies and Procedures | 5 | Authorization on the Release of Children          | 7     |
| YMCA Membership                  | 5 | Late Pick Up Procedures                           | 7     |
| Registration                     | 5 | Refusal of release                                | 8     |
| Deposits                         | 5 | Weather   | 8     |
| Payments                         | 5 | Visitors  | 8     |
| Late Payments                    | 5 | Special Situations                                | 8     |
| Session Changes                  | 5 | Medical Policies                                  | 8     |
| Credits/Refunds                  | 5 | Policy on the Management of Communicable Diseases | 8     |
| Making Payments                  | 5 | Excludable Communicable Diseases                  | 9     |
| Financial Assistance             | 5 | Medication  | 9     |
| Program Information              | 6 | Special Medical Needs                             | 9     |
|                                  |   | Emergencies                                       | 9/10  |
| Schedule of Hours                | 6 | Program Staffing                                  | 10    |
| Extended Day                     | 6 | Program Rules                                     | 10    |
| Early Bird Club                  | 6 | Discipline Policy                                 | 10    |
| Late Pick Up Fee                 | 6 | Discipline Action Policy                          | 10/11 |
| Communication with Families      | 6 | Program Specifics                                 | 13    |
| Our Camps                        | 6 | Parent Involvement                                | 13    |
|                                  |   | Preparing for the Camp Day                        | 14    |



## WELCOME TO YMCA SUMMER CAMP!

Dear Program Participants and Parents,

Thank you for enrolling your child into the Cumberland Cape Atlantic YMCA's Summer Camp Program. The entire YMCA staff would like to welcome you to our program. Each of us hopes your child's experience with us is a positive one. We all share a common goal – to provide a safe, trusting atmosphere in which your children can grow, develop new interests and friendships, and have FUN.

Summer Camp is one of the few times kids have to be KIDS! This summer our goal is to teach your children new skills, like swimming, while also instilling in them our character traits, respect, responsibility, caring and honesty. We are also working hard to enrich your child's summer with educational opportunities to close the achievement gap created by summer learning loss. This summer at the end of the camp day expect your child to be messy and tired because we have a lot of fun things planned!

The policies outlined in this handbook are what you may expect from the program and what our team members expect from program participants and their parents. In order for your child to have a positive experience in our program, parents and staff must work together. We hope you find this handbook to be helpful.

Your involvement as a parent/caregiver in the program is extremely important for our continued success. It is important to keep in touch with the staff after your child(ren) begin participating and to stay informed about their time at the program. We will sometimes be contacting you through email and/or phone. Please make sure you keep the YMCA updated with all your current contact information.

We are excited that you have selected to spend your summer with us! Please do not hesitate to call if you have questions, comments, or suggestions.

Sincerely,

*Jack Martine*  
Camp Director



**Follow us on Facebook, Twitter, and Pinterest! Look for your camper throughout the summer!**



## **The YMCA Mission Statement**

We are a nonprofit charitable organization that is part of a worldwide association based on Christian principles, inclusive of all people, dedicated to fostering opportunities for all individuals, families and communities through programs that build healthy spirit, mind, and body for all.

## **Our History**

For over 90 years, the YMCA of Vineland has been and always will be dedicated to building healthy, confident, connected and secure children, adults, families and communities. The YMCA of Vineland was established in 1927. In 1970, the facility was expanded to include Child Care Services. In 1980, we changed our name to Cumberland Cape Atlantic YMCA to include our surrounding areas. In the 2018-2019 school year, our child care program served over 1000 children monthly. Children from 3 to 15 years old are enrolled in our preschool and before and after school program. We also provide child watch services to our members while they workout. Our Youth Sports program has continued to be successful. Our summer Day Camp programs provide services to over 350 children ages 3 to 15 years old. Our CIT program will engage children 15-17 years old.

## **A FOCUS ON YOUTH DEVELOPMENT**

Today, day camp is more vital than ever. To deliver on the Y's commitment to nurture the potential of every child and teen, day camp programs now more intentionally foster achievement, relationships, and belonging. Achievement, relationships, and belonging are essential dimensions of well-being that the Y can cultivate through day camp:

- Discovering skills (achievement). Campers experience achievement when they try different activities, learn what they like, and discover what they are good at.
- Building friendships (relationships). Campers have the opportunity to form healthy relationships with other children, caring adults, and role models, which helps them feel good about themselves and learn to get along with others.
- Finding a place to belong (belonging). Campers connect through significant camp traditions and rituals that create a sense of belonging, so they feel included, accepted, and part of a community. With this emphasis on achievement, relationships, and belonging, day camp at the Y is more than a mechanism for keeping kids busy during the summer; it is an opportunity to intentionally develop youth.

## **Volunteer Opportunities**

The YMCA welcomes volunteers into our facility for many different activities. Please fill out a volunteer application at the Member Service Desk.

## **Contact Information**

### **Senior Director of Camp:**

Graceanne Schwegel  
856-691-0030 extension 132  
[gschwegel@ccaymca.org](mailto:gschwegel@ccaymca.org)

### **Camp Director:**

Jack Martine  
856-691-0030  
[camp@ccaymca.org](mailto:camp@ccaymca.org)

### **Administrative Coordinator:**

Christine Madison  
856-691-0030 extension 123  
[cmadison@ccaymca.org](mailto:cmadison@ccaymca.org)

### **Third Party Administrator:**

856-691-0030 extension 111

### **TAX ID NUMBER:** 210-635-053

Camp expenses may qualify as deductible child care expenses

### **Member Service Desk:**

856-691-0030  
Address: 1159 E. Landis Ave., Vineland, NJ 08360  
Attn: Camp payment



## Business Policies and Procedures

### YMCA Membership

To attend summer camp, each child must be at least a program member of the Cumberland Cape Atlantic YMCA. The cost for program membership is \$30 per child for the year. If you have multiple children, a family program membership is \$55 for the year (adults can be added too!). This membership enables you to also take classes and/or programs offered by the Y, such as swim lessons or youth sports, at the program member fee. The yearly fee carries over to the school year for our before and after school programs. If you are currently a program member, please check if your renewal date falls over the course of the summer. We also offer great family monthly rates so everyone can enjoy the Y!

### Registration

Completed registration forms can be returned directly to the Member Service Desk at the Y. The YMCA is located at 1159 E. Landis Avenue, Vineland, NJ 08360. **At this time, all paperwork and any deposits to hold a week at camp are due. New registration forms must be completely filled out, signed, and turned into the YMCA by 1:00pm the Wednesday prior to the first session the camper is attending.**

### Schedule of Fees

Payments are due the Wednesday the week prior to the camp week your child is attending.

### Deposits

A **\$20.00 deposit** is due at registration for each week. The deposit must be paid at the time of registration along with all before and after care fees. Deposits and before and after fees are non-refundable and non-transferable.

### Late Payment Fees

Late payments jeopardize your child's space in camp. If we do not receive payments by the due date we may offer the spot to someone on the wait list. **A late fee of \$20.00 will be charged for all late payments made after the Wednesday prior. If you sign up late, camp requires 24 hours following registration to process paperwork and to ensure proper staffing ratios before your child may start.**

### Session Changes

There is a **\$5.00** fee that will be charged for changes in camp sessions. If the change is after the payment due date then the fee will be **\$10.00**.

### Credit/Refunds

Payments for camp are non-refundable. A credit will be considered for medical reasons and a doctor's note will be mandatory. Because we are a licensed center, we are required to engage staff based on the number of children enrolled. We cannot give tuition refunds for the days your child is absent.

### Making Payments

We accept cash, checks, and all major debit and credit cards. Payments may be made at the Y or by calling the Member Service Desk to make a payment over the phone, 856-691-0030. Payments may also be mailed to the Y (address is listed on page 3). Please do not mail cash; checks should be made payable to "CCA YMCA" and include your child's name, the name of the camp, and what camp week the payment is for. The first payment must be made in person when registering for the program. NO payments will be taken at the Camp Sites.

### Financial Assistance

The Cumberland Cape Atlantic YMCA believes that no one should be denied a place in a Y program. We understand the scheduling and economic pressures which are influencing family decisions. As many members and participants can tell you, the value of the YMCA extends well beyond our doors. In these uncertain times, we make assistance available to you and your family. We do not want anyone to be turned away and this program will help you and your family take part in the Y programs within our available resources. Applications can be picked up at the Member Service Desk.



## PROGRAM INFORMATION

### Schedule of Hours

The Summer Camp day begins at **9:00am and ends at 4:00pm**. We ask that all children get to camp by 9:15am so that they do not miss any of the fun. **We will not accept kids after 9:30am unless it is an extenuating circumstance, or a camp late drop-off log has been filled out the day prior.** The camp days end at 4:00pm. We do not start releasing campers until 4:00pm. If you need to pick up your camper before 4:00pm, you will need to fill out the camp early pick-up log. This may not occur every day, especially between 3:00-4:00pm. Campers picked up after 4:15pm will be charged a late pick-up fee. Thank you for your help, since your camper is moving all day long, we do not like to interrupt their activities.

### Before and After Care for Camp

Before and After Care is available from **7:30am-9:00am** and from **4:00-5:30pm** at the Y for an additional fee. Children must be registered and tuition paid in advance. Children picked up after 5:30pm will be charged a late pick-up fee. This is a weekly fee that you sign up for separately.

### Early Bird Club

By popular demand, we are offering an Early Bird Club for parents who need to drop off extra early. Early Bird Club is available from 6:30am at the Y for an additional fee. Children must be registered and tuition paid in advance. If you sign up for this you are automatically signed up for Before and After Care. This is a weekly fee that you sign up for separately.

### Late Pick-Up Fee

The late pick-up fee is \$1.00 per every minute the child is picked up late. A parent is considered late after 4:15pm for the regular camp day and 5:30pm for After Care. The late pick-up fee must be paid before the following day.

### Late Pick Up Procedure

The YMCA will be following the State requirements (10:122-6.5) for a child left after closing. Procedures to be followed by staff member(s) or parent(s) or person(s) authorized by the parent(s) as specified fails to pick-up a child at the time of the center's daily closing, shall require that:

1. The child is supervised at all times
2. Staff members attempt to contact the parent(s), or person(s), authorized by the parent(s) an hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed, the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hours Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) or person(s).

### Our Camps:

#### Camp Mini Y (3-5 years old)

Our Mini-Me camp is offered all 10 weeks for our youngest campers. Mini-Me campers get to go swimming in the pool once a week and enjoy our gym and outdoor playground. They nap/rest every afternoon after a full day of playing games, singing songs, and making friends! Breakfast and lunch are included in this camp.

#### Camp y (6-8 years old)

Camp Hiawatha is offered all 10 weeks of camp. Our campers get to go swimming every day! They have a jam packed day of indoor and outdoor activities. Breakfast and lunch are included in this camp.

#### Specialty Camps (9-13 years old)

Specialty Camps are offered for all 10 weeks at the Y. Every week has a new and exciting theme! Specialty campers also get to swim every day! Breakfast and lunch are included in this camp. All campers signed up must participate in the specialty activities offered during the week.

## PROGRAM INFORMATION (Continued)



### Meals at Camp

Included in the registration packet is a food form. Every family, regardless of income, must complete the form. Starting June 22nd, every camper will be offered breakfast and lunch. A menu will be available for your review. If you know your child does not like what is on the menu, please send in a lunch at drop off time. **Breakfast will not be offered after 9:15am.** If your camper leaves during their lunch period, it is the parent's responsibility to provide lunch before they return to camp. Due to peanut allergies peanut butter is strictly prohibited.



## Other Food at Camp

Campers will be given the opportunity in the afternoon to have snack. Snack must be brought from home or purchased ahead of time. Snack will only be allowed during designated snack time. **The vending machines at the YMCA may be used by parents only for their campers at the beginning of the camp day.**

**\*\*Due to many food allergies our camp is peanut free camp at all times, so we encourage all to please not pack it with their campers to avoid any problems.**

## Ice Cream Day/Pretzel Day

On Wednesdays we sell ice cream to campers. On Fridays we will sell pretzels. Ice cream and Pretzels must be paid for by the parent at check-in the day of. We cannot accept payments ahead of time.

## Sign In/Out

Your child must be signed in and out at drop off and pick up. You must indicate the time and initial the attendance form. Each child must be signed in by an adult. Signing in and out is a critical part of us tracking the children throughout the day.

## Arrival Procedures

A parent or other adult over 18 years old must accompany and sign-in children. Parents and caregivers can enter the front doors of the YMCA and sign in their child(ren) at the designated check-in area in the SACC room. Children signed up for before and after care can arrive after 7:30am. Children signed up for early bird club can arrive at 6:30am. Those registered for regular day camp programs may only arrive at 9:00am. Check-in will remain open until 9:30am. **Children will not be accepted after 9:30am.** In the event your child must arrive after 9:30am, please fill out the late drop-off log the day prior to late drop off. If the camper is dropped off after 9:30am, a director must approve drop-off. You may also call ahead in case you know you will be running late. Again, this cannot be an every day thing as we need to maintain ratios.

## Departure Procedures

Camp concludes at 4:00pm. Pick up is between 4:00-4:15pm. A parent or authorized individual must sign out your child at the end of the day! Anyone picking up a child must bring and show photo identification prior to their release. Sign out will take place outside in the field behind the Y. In the case of extreme heat or rain, pick-up will take place inside; parents will still be prompted where to enter. Parents must inform the sign-in and out desk or the Director of any changes in the authorized pick-up persons. Due the high volume of parents/caregivers at pick-up time, we ask all to please be patient with the Y staff as we locate your child to leave. We thank you in advance for your cooperation.

## Authorization on the Release of Children

We will not release a child to anyone not on the emergency card or authorized by the parent. A child will not be released to anyone under the age of 18. We will ID anyone we do not recognize, therefore if you have someone picking up your child make sure they have photo ID with them. If a parent is prohibited from picking up your child, we must have legal documents stating the restrictions or custody arrangements. Parents must inform the staff or Camp Director the day before of any changes in the authorized pick-up persons. If a change needs to be made after morning drop off, we ask that you call the YMCA and fax us a note with your signature stating who may pick-up the child. Our fax number is 856-696-0121.

## Communication with Parents

- **Email:** A form is included in your registration packet to provide us with your email address for primary communication. We will utilize email to obtain payment information, send receipts, and relay any non-emergency information.
- **Phone:** Please provide us with the phone number you would like us to contact you in case of accidents/incidents involving your child, emergency closings, and other information we deem important.
- **Personal meetings:** If there is an issue you would like to discuss with the Camp Director, or one of the counselors we will arrange meeting times with the necessary parties if warranted. We may also request a personal meeting with you if necessary.
- **To contact lead counselors:** [CCAYMCASUMMERCAMP@gmail.com](mailto:CCAYMCASUMMERCAMP@gmail.com) Please include your name, your campers name and the camp they attend when sending us an email so we can get back to you as soon as possible.

## Refusal of Release

The YMCA will be following the State requirements (10:122-6.5) for release of children to impaired adults. Procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk or harm if released to such an individual, shall require that:

- The child may not be released to such an impaired individual
- Staff members attempt to contact the child's other parent or alternative person(s) authorized by the parent(s)
- If the Center is unable to make alternative arrangements, a staff member shall call the Division's 24 hours Child

Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

### **Weather**

Camp is held Monday through Friday. Dress your child according to the weather conditions. Please provide sun protection, as our program is primarily an outdoor camp.

### **Visitors**

Please feel free to visit the camps at any time. However, for security reasons, we require all visitors to check in with the Camp Director prior to entering the camp program areas.

### **Special Situations**

The Camp Director should be notified in writing of any changes in routine or legal custody issues involving any camper.

## **Medical Policies**

### **Policy on the Management of Communicable Diseases**

We are concerned with the health and welfare of each child. In order to prevent illness from being spread to campers, we require that you observe our Policy on the Management of Communicable Diseases. If a child has exhibited any of the following symptoms within the last 24 hours, they cannot attend the program. If such symptoms occur at the program, you will be called to take them home. Upon notification, we require that your child be picked up within one hour whenever possible.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge/ conjunctivitis (pink eye)
- Infected untreated skin patches
- Difficult or rapid breathing
- Skin rashes lasting longer than 24 hours
- Visibly enlarged lymph nodes
- Stiff neck
- Severe cold with a fever, sneezing, and nose draining
- Contagious diseases such as measles, chicken pox, mumps, or rosola

### **Excludable Communicable Diseases**

- |                        |                               |                    |                          |
|------------------------|-------------------------------|--------------------|--------------------------|
| 1. Respiratory Illness | 2. Chicken Pox                | 3. German measles* | 4. Homophiles Influenza* |
| 5. Whooping Cough*     | 6. Mumps*                     | 7. Meningococcal*  | 8. Strep Throat          |
| 9. Tuberculosis*       | 10. Measles                   | 11. Scabies        | 12. Guardia Lambia*      |
| 13. Hepatitis A*       | 14. Salmonella*               | 15. Shigella*      | 16. Impetigo             |
| 17. Contact Illness    | 18. Gastro-Intestinal Illness |                    | 19. Covid-19             |

\*Reportable diseases, as specified in NJAC 10:122-7, 10(a). If your child is exposed to any of the above diseases at the program, you will be notified in writing.

### **Children sent home from camp may not return the next day. To return to camp they must be:**

- Free of symptoms for twenty-four hours without medication
- On the appropriate medication for twenty-four hours

\*\*We will not allow a child to return the day after they were sent home. When they return, we must receive a note from your health care professional stating the diagnosis, if appropriate, that your child is not contagious and/or that your child may return to the program.

### **Lice**

The Cumberland Cape Atlantic YMCA programs are lice, nit and egg free environments. Children that have head lice, nits or eggs will not be permitted to attend the program until the condition is completely remediated.



## Medication:

It is best for the parents to dispense medication either before or after their child is in at camp. We ask that you mention to your health care professional that the child is in camp and ask him/her to prescribe medications that can be given twice or three times a day if possible.

We will dispense medication if it is necessary and prudent and is indicated during the time the child is in care. Any medication which needs to be administered should be brought to the Camp Director. The INDIVIDUAL MEDICATION RECORD AND PERMISSION FORM must be completed by the parent. Prescription medication must be in the original labeled bottle with your child's name on it.

All medications will be kept away from the children and in the counselor's control. This includes "innocuous" over the counter products such as:

- Cough Drops
- Saline nose sprays
- Sunscreen

We treat these as "medications" and they can only be administered by the counselor. They are not to be available to the child during the program. We need to avoid misuse and "sharing". Example: Sunscreen should not be in children's bags, it must be turned in to counselor with medical form.

**\*Please check with the Camp Director if you are unsure of which medications require a parent and doctor's note to be administered.**

We try very hard to minimize infections and control the spread of disease with by encouraging and supervising hand washing with children before meals and after toileting, and after being outside.

## Special Medical Needs

Special medical needs include conditions that require special medications, practices, or treatments prescribed by a physician to maintain the individual's capability to participate in the camp program. This can include severe allergies and behavioral issues that require medication and/or special diets, etc. We will work with the camper and the family to make the best camp day possible. Each child and each disability is different. We will work with every family to accommodate their camper as long as we are equipped to handle the condition and being in the camp will be beneficial to the camper, the family, and the other children.

## Emergencies

All camp staff will treat medical emergencies – minor injuries (i.e. - scrapes, cuts, bug bites and illness). If the injury or illness needs further treatment, the camp staff will contact you. We will make every effort to reach you or the contacts listed on your registration form. If no one can be reached, we will take the necessary actions for the health of your child. **Be sure emergency phone numbers are up-to-date.** If your schedule changes daily, please provide temporary numbers to the camp staff.

**If emergency medical care is necessary, any of the following steps might be taken:**

1. Attempt to contact parent or guardian
2. Attempt to contact person on the emergency form
3. Take child to hospital if no responsible person can be reached.
4. An ambulance or paramedics may be summoned.

## Leadership Staff

### Camp Director

Jack Martine has been a cornerstone of the community and role model to hundreds of youth through his involvement in the Vineland Basketball Association, Boys and Girls Club of Vineland, the YMCA of Vineland, and the Youth Alliance where he was honored with the Michael A. Lopergolo, Jr. Legend Award. Jack, along with being a STEAM (Science, Technology, Engineering, Art, and Math) teacher at Veteran's Memorial School, has coached basketball for nearly his entire adult life. Beginning at Sacred Heart High School as assistant coach, including two stints as Vineland High School's head coach, and now Delsea Regional's assistant coach Jack Martine has coached 19 years! Jack has worked at Little Acres Summer Camp, Ellison Explorers Summer Camp, and even right here at the YMCA as the lead for our Specialty camp serving ages 9-15. His most recent activity over the summer was as Assistant Director at Golden Learning Summer Camp for the past three years. Jack attended North Carolina Wesleyan College and the Grand Canyon University where he received his degree in Educational Administration. Jack's passion for serving our youth, his ability to collaborate and lead a team, along with his 19 years as a teacher in the Vineland Public Schools district have prepared him to take on a fun summer with the children of South Jersey. Jack is excited and ready to have the Best Summer Ever at the YMCA Summer Camp as Camp Director.

## Program Staffing

### Ratios

|           |      |
|-----------|------|
| Mini-Me   | 1:6  |
| Hiawatha  | 1:8  |
| Sequoia   | 2:20 |
| Arrow     | 2:20 |
| Specialty | 1:10 |

## Staff

We are proud to say that we have an exceptional staff at our camp programs. Many of our staff are education majors at college or professional teachers, and most staff have a background of working with children. All of our staff must successfully complete a background check, drug test and reference checks prior to being hired at the YMCA of Vineland. Staff must also attend staff training of 25 hours which includes CPR, AED, First Aid, and Child Abuse Prevention prior to the start of camp.

## Program Rules

### Staff and Participant Rules

All children and staff will observe and follow rules and policies designated by the YMCA, which follow our organization's mission. These rules are designed to keep all participants safe.

### The Rules for the Staff

The staff members are required to follow the YMCA Code of Conduct. (A copy of this policy is displayed on Childcare bulletin boards for your review).

### The Rules for Participants:

- Respect each other's feelings, personal space, and property.
- Cooperate with each other.
- Listen and follow the instructions of the staff.
- Stay with the assigned group at all times.
- Use proper language and tone of voice.
- Tell a staff member if someone is bothering or upsetting you.
- Clean up after yourself.

**\*Please note: There will be no refund if a child is dismissed from the program due to behavior.**

## Discipline Action Policy



### Proactive solutions that will be taken in order to prevent Suspension/Expulsion

- Immediately separate the child(ren) involved to allow the child(ren) to calm down.
- Staff will talk to the child to determine the problem and why the child reacted the way they did.
- Separation and redirection will be used if necessary to remove the child from the situation.
- Staff will try to redirect child from negative behavior
- Staff will reassess the camp environment, activity appropriateness, and supervision
- Staff will always use positive methods of language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- If needed a brief quiet time will be given so child can regain control (1 minute per year of age)
- Child may lose certain privileges
- Parent/guardian will be notified verbally or via an incident report
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be given written copies of the disruptive behavior that might lead to expulsion
- The Director, staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors

\*Parents are notified about any inappropriate behavior experienced at the program when the child is picked up at the end of the day (or at work if necessary).

\*\*The YMCA reserves the right to suspend any child from the program if necessary.

### Schedule of Expulsion

If after the remedial actions above have been exhausted, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior that warrants a suspension/expulsion. A suspension action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the program.

- The parent/guardian will be informed regarding the length of the suspension period (1-3 days)

- The parent /guardian will be informed about the expected behavioral changes required in order for the child or parent to return to camp
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care(approximately one to two week notice depending on risk to other children welfare or safety)
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center

**Payment for suspended or expelled camp days are non-refundable.**

### **Immediate Suspension/Expulsion**

For instances involving any violence and threats, **immediate suspension\*** will occur without warning.

**The following behavior is considered unacceptable:**

- Abusive language, Fighting, Dangerous activity, Theft, Physical and verbal abuse of children or staff, Vandalism/mistreatment of property
- Possession of illegal substances or weapons

**\*NOTE:** Suspension length to be determined by Director, based on severity of situation.

If a child has a persistent behavior problem and the counselors have exhausted all alternatives, a parent conference will become necessary. If it is determined that the child is disrupting the program and/or endangering the safety of other children, the YMCA of Vineland reserves the right to dismiss the child from the program.

**Immediate dismissal from the program will result for the threat of physical harm to a child, staff member, or director.**

**The YMCA takes pride in providing a safe environment for children and will not tolerate physical threats.**

### **Parental Actions for Child’s Suspension/Expulsion**

- Failure to pay
- Failure to complete required paperwork
- Constant tardiness when picking up child(ren) and dropping off
- Physical or verbal abuse and threats to staff and/or program participants
- Inappropriate language used towards staff or in front of children

## **Program Specifics**

### **Healthy U**

The Healthy U program uses the CATCH curriculum, which offers games that provide at least 30 minutes of physical activity per session, as well as nutrition lessons. We will be using the CATCH program throughout the summer. The YMCA believes in providing campers with physical activities through the day to help prevent childhood obesity.



### **BOKS – Building Our Kids’ Success**

The BOKS program encourages children to achieve their personal best at fundamental gym concepts such as running, planks, and sit-ups. It even includes a small nutritional bit that stresses that what we put into our bodies directly correlates to what we get out of our bodies.

### **Summer Enrichment**

The YMCA recognizes summer learning loss and to help with this issue, we provide enrichment activities throughout the summer camp program. We use science curriculum that aligns with the common core standards. We also encourage reading in the program by setting aside time each day for our campers to read. Children are encouraged to bring their own book or we will provide one. Campers are responsible for their books as well as all their belongings.

## **Parental Involvement**

### **Parent Observation**

Our YMCA childcare programs have an open door policy for families we welcome your visit at any time. You have unlimited access to our program for the purpose of contacting your child and/or assessing the care provided. Please notify the Program Director or Counselor upon arrival. We welcome your feedback. We encourage parents to discuss any questions or concerns about the policies or practices of the program with us.

### **Parent Surveys**

Camp staff will hand out weekly parent surveys. Please take the time to fill them out. We use the information to improve our program.

### **Parent Communications**

Please follow us on social media like Twitter and Facebook. Also download the app Remind to receive alerts about things going on throughout the day for your child’s specific camp. The app will also allow us to let you know if we change the pick up area. The specific code to join will be given out on the first day of camp!

## Preparing for the Camp Day

### What to Bring

- Camper needs to be appropriately covered (no low cut shirts and pants/shorts need to cover the entire butt region) Dress appropriately – shorts, t-shirts, socks, sneakers and hat
- Sneakers need to be worn at ALL times except when swimming (**do not drop off in flip-flops please**)

## Preparing for the Camp Day (continued)



- **If child does not have sneakers for the day they will not participate in activities for safety purposes.** Sneakers and/or other appropriate footwear (Sandals and Flip-flops are STRICTLY PROHIBITED due to safety reasons!) Please refrain from sending campers with black soled sneakers, they leave marks on the gym floor.
- No big jewelry or hanging earrings
- Have children wear old sneakers as they will get dirty
- Water bottle **labeled with child’s name**
- Backpack (**labeled with child’s name**) to carry his/her belongings
- A smile!!

### Optional Items:

- Sunscreen lotion\*\*
- Rainy day clothing (extra clothes)
- Extra clothes
- Insect repellent (also held by counselors to ensure no sharing happens)
- Hat
- Age appropriate reading book
- Snack for the afternoon

\*All personal items are the responsibility of the camper, not the staff. Although we make every effort to recover lost or stolen items, the YMCA and its’ camps are not responsible for lost or stolen items. Everything should be in a backpack that your child can carry themselves. Please label everything that comes with your camper.

\*\*Parents should apply the first sunscreen application of the day. You must provide your camper’s sunscreen in case of allergies. We will remind campers to apply their sunscreen several times throughout the day; however, all campers must be able to apply it themselves.

### What Not to Bring

|  |                             |                  |
|--|-----------------------------|------------------|
| Cell Phones  | Animals                     | Gum              |
| Sports Equipment (unless permitted)                                    | Skateboards                 | Toys             |
| Excessive money  | Vehicles                    | Pokemon Cards    |
| Jelly shoes  | Valuables                   | Sandals          |
| Drugs/Alcohol  | MP3 players                 | Electronic Games |
| Laptops/Ipads/Kindles/Ipods  | PSP’s/Nintendo Switch or DS | Vape products    |
| Weapons of any kind including: knives, firearms, explosive items, etc. |                             |                  |
| *Any other items determined by Camp Staff                              |                             |                  |

**Any of these items that are brought to camp will be confiscated by Camp Counselors**

### Lost and Found

Lost and found is kept at each camp. Any articles not claimed by the last day of camp will be donated to a charity of the YMCA’s choice.

### Toys

We discourage children from bringing toys from home and will not be held liable for loss, theft, or breakage. At no time are guns, weapons or toys with sharp edges allowed. Please leave all toys at home