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2020 SUMMER CAMP PARENT HANDBOOK HOPEWELL VALLEY YMCA



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WELCOME TO SUMMER CAMP!

Welcome to the Hopewell Valley YMCA's Summer Camp. We are excited that your child will be joining us this summer. We hope that this parent handbook helps answer any questions that you may have about the Hopewell YMCA Summer Camp Programs. Please read through this handbook carefully and keep it as a reference throughout the summer. Your child's safety is our number one priority.

We can't wait to see you this summer!

Daniel Williams
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ABOUT OUR CAMP

Hopewell Valley YMCA's summer camp gives you peace of mind while you are at work. Kids have fun while building self-confidence, appreciating teamwork and gaining independence. Our focus at day camp is to encourage campers to demonstrate four key character traits; Caring, Honesty, Respect, and Responsibility. Day Camp activities allow kids to create arts and crafts, explore science, participate in skills and drills, SEL activities and most important have fun!

The Hopewell Valley YMCA Summer Day Camp is licensed by the NJ Department of Children and Families Office of Licensing and follows the YMCA National Camp Standards. This year our summer camp will be implementing standards in line with the Office of Licensing (OOL), The Center for Disease Control and Prevention (CDC), NJ Department of Health (NJDOH) and the American Camp Association (ACA).

If you have any questions, please feel free to contact us at the main office in Pennington on 609-737-3048. Once camp begins, you may contact each camp group on their assigned phones. If you are unable to reach your group, please call the main office.

HOPEWELL VALLEY YMCA MISSION

The Hopewell Valley YMCA is a charitable organization dedicated to building a healthy spirit, mind, and body through programs which promote good health, strong families, youth leadership and community development. YMCA's are open to men, women, and children of all ages, abilities, races and religion.

REGISTRATION

A current Hopewell Valley YMCA Membership is required for all camp participants. If membership expires during any camp session, memberships must be renewed for continued participation. Registration can be completed online at www.hvymca.org and all additional camp paperwork must be submitted for each camper prior to July 3, 2020. Any paperwork not received will delay the start date of your camper(s). Please see below for a list of camp paper work that is required. Accommodations will depend on available space and adhere to social distancing and spacing needs.

In order for your child to attend the Hopewell Valley YMCA- Summer Camps, we must have the following items prior to first day of attendance:

- **Online Registration**
- **Immunization & Health History Forms**
- **Waiver submitted**
- **YMCA Program Membership Fee:** Non-refundable.

If forms are not completed and submitted, the Hopewell Valley YMCA will not permit the child(ren) to start camp.

PAYMENT

- Payments for your registered weeks are due in full by **July 3, 2020**. If you are unable to make the payments, please contact the YMCA to arrange a payment schedule.

CANCELLATIONS

Camp cancellations must be submitted in writing to the YMCA main office either by email to info@hvymca.org. Refunds will be issued, less the deposit if received two (2) weeks prior to the start of the camp week. No credit or refund will be granted if withdrawal is within two weeks of the start of the camp week. If a child is removed from camp (due to behavior, homesickness, illness etc.) there will be no refund of camp fees for the period concerned.

FINANCIAL ASSISTANCE

The Hopewell Valley YMCA is committed to serving our community. Based on the availability of funds, financial assistance will be available to assist with camp tuition costs. Applications are available on the website www.hvymca.org. All applications must be submitted no later than June 15, 2020 and are strictly confidential.

OUR STAFF: PROFESSIONAL ROLE MODELS

The YMCA camp director, supervisors and counselors have all been well trained in an extensive YMCA training program. Camp directors and head counselors are professionals; college graduates or trained adult YMCA staff. All Assistant Counselors are 16 years of age or older and have received extensive professional training. We take pride in the high expectations we set for our summer camp staff each year. We know you will love our staff too, but staff members are NOT allowed to babysit any active members or family members of the YMCA.

CAMP LOCATION

The Hopewell Valley YMCA Summer Camp will be hosted at **Stony Brook Elementary**, which is located at 20 Stephenson Rd, Pennington, NJ 08534.

TRADITIONAL DAY CAMP (Ages 5-13)

Campers will be separated by age group. Each group will have a head counselor and have a 1:10 ratio. The groups will operate on a daily schedule which will be provided to each camp group.

- YMCA All Day Camp: 7:00 am – 6:30 pm: \$375* / week / camper (Weeks 3-10)

DAILY CAMP ACTIVITIES

With every new experience comes a chance to learn and grow. Our goal is to create an atmosphere of trust and friendship so that each camper will feel happy and confident at camp. At Hopewell Valley YMCA's summer camp, our staff of professional role models lead kids in arts and crafts, science, skills and drills, summer learning, SEL activities and more. Our summer camps are licensed by the State of NJ and accredited by the American Camp Association meeting over 300 standards in health and safety. Camp to counselor ratios average 1:10 based on age.

Day Camp weekly activities:

- STEM enrichment
- Arts and crafts
- Group games
- Science activities and experiments
- Camper driven curriculum
- Playground and structured sports
- Daily outdoor play

Our summer camp is held during the following weeks in the summer:

- Week 3: July 6-10, 2020
- Week 4: July 13-17, 2020
- Week 5: July 20-24, 2020
- Week 6: July 27-31, 2020
- Week 7: August 3-7, 2020
- Week 8: August 10-14, 2020
- Week 9: August 17-21, 2020
- Week 10: August 24-28, 2020

PREPARING FOR CAMP

Going to summer camp is a very exciting experience for campers and parents. Campers should expect to have fun, make friends, and have new experiences each week. Camp will continue rain or shine. Coming prepared will make for a safe and enjoyable summer. Our policies are set in place for the safety of not only our campers, but our staff. We expect all campers will adhere to our policies to make our camps as enjoyable and safe for everyone. We encourage you to label all items with camper's name.

- **Face Mask:** Please wear your face mask each day.
- **Water:** Please send a water bottle. Staying hydrated on hot days is important.
- **Lunch:** Please send your child with a cooler and necessary drinks and lunch marked with his/her name on it. Refrigeration will not be provided. We will provide an afternoon snack and drink.
- **Clothing:** Campers should wear play clothes, as we do a lot of outside play and messy art projects.
- **Sneakers:** Sandals and open toe shoes are not advised!
- **Sunscreen:** Apply sunscreen to your child every morning. We ask that you also send extra sunscreen in their backpacks.
- **Backpack:** A backpack is a good way to keep your child's belongings together.
- **Umbrella:** For rainy days.

The following items are not allowed at camp, at any time during the duration of the day. If you have any questions regarding our policies on these items, please speak with Dan Williams.

- **Alcohol/Drugs:** Including prescription medication, over-the-counter medication, marijuana, tobacco, nicotine, electronic cigarettes, vaping, etc.
- **Personal Equipment:** Including sports equipment such as archery, bats, hockey sticks, climbing gear or other equipment that should be stored and handled safely for the protection of all people.
- **Electronics:** Including mobile phones, cameras, computers, etc.
- **Vehicles:** Under no circumstances will a staff member drive a camper home from camp or babysit for a family.
- **Animals:** Including pets and animals brought in for use in a program, such as horses. Speak to Dan Williams regarding any appropriate health and immunization records for any animals allowed in camp.
- **Weapons:** Including knife, gun, sword, etc.

We may from time to time have days that you will be allowed to bring in special items. We are not responsible for lost, stolen, or broken articles. Please note that we have the ability to search and seize any illegal substances or weapons when possession of said items is suspected.

MASKS

Every camper must enter the premises wearing a mask and with a bag labeled with their name on it in the event they take off their masks. Campers will be permitted to remove masks outside, but will be encouraged to wear masks when social distancing is not achievable. We ask that you practice wearing masks for prolonged periods of times with your camper leading up to their first day of camp.

HEALTH DIRECTOR

Summer camp will have a health camp director on site during camp's hours of operation. The health director will be tasked with taking daily temperature readings, daily intake questionnaire, reviewing the health forms, administering any time specific medication, addressing minor illnesses and incidents throughout the day and will act as the point of contact for families during sign out.

GETTING TO AND FROM CAMP SAFELY

Each day campers will be signed-in and signed-out by a parent or authorized adult. A parent or authorized adult (18 years of age or older) is required to sign daily at check in and pick up times. Minor siblings and/or the child in our program cannot sign out under any circumstance. To ensure that all campers are safe when departing from camp we ask that all authorized adults have their photo ID ready to be checked at the time of sign out. PHOTO ID's WILL BE CHECKED UPON SIGNING OUT A CHILD.

DROP-OFF/SIGN IN

Drop off/Sign In, will take place just inside the front of the school by the nurse's office. Each day, families will check in their campers at the front of the school through the main entrance located on Denow Rd. The sign in process will consist of a daily temperature reading administered by the health director. If during the temperature reading a camper's temperature is in excess of 100.4 degrees Fahrenheit, the health director will take a second reading. If the second reading still results in a temperature higher than 100.4 degrees Fahrenheit, the camper will not be permitted into camp and must return home with their parent and contact their primary physician. In addition to the temperature reading, the health director will ask each parent during the sign in process intake questions. Failure to comply with the intake questions or any questions answered which pose a risk to campers will result in the camper not being permitted into camp for the day. Upon successful completion of temperature readings and intake questionnaire, the camper will be directed to meet their camp group in the cafeteria. Only the camper will be permitted past the entrance.

PICK UP/SIGN OUT POLICY

Pick up/sign out and pick will be located at the school main office located on Denow Rd; same location as drop off/sign in. To get our campers and staff home on time, it is important that parents pick up their children by the required time. When picking up your camper, they may only be signed out by an adult on the authorized pick up list and they must present photo identification. Please reference "RELEASE OF CHILDREN POLICY" for full details regarding picking up your camper. While we realize that there are times when you will be held up, we have a policy that covers late pick-ups. We appreciate a phone call when you are running late, but a late warning or fee will still be given. The following is our policy:

- 1st time - more than 5 minutes late a written warning.
- 2 or more late pick-ups - a \$25.00 fee for the first half hour (or part of). \$50 fee for every

subsequent half hour thereafter.

- After three late fee assessments, continued program participation will be reviewed. We hope this policy will not be needed.

This policy is a matter of mutual respect between the YMCA staff and our participants. Children grow quite anxious when their parents are tardy.

RELEASE OF CHILDREN POLICY

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) or guardian(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) or guardian(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized by the parents(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- The child is supervised at all times.
- 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/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24 hour 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) is able to pick-up the child.
- If the parent(s) or person(s) authorized by the parent(s) appears 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 of harm if released to such an individual, the center shall ensure that:
 - The child may not be released to such an impaired individual.
 - Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s).
 - If the center is unable to make alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.
 - The YMCA cannot allow an unsupervised child to be released from the program unless we have written instruction from the child's parent(s).

MEDICATION

Please speak to Daniel Williams regarding any special medication needs that your child may require during camp. The health director or other Senior Staff members must keep medication with complete written instructions about administering it. When a camper requires medication during the day, there must be a doctor's note to administer the medication. The container should have a childproof cap with the following information:

- Child's name
- Name of medication
- Physician's name
- Current date must be noted
- Amount of dosage
- Times per day to be given

Parents will need to sign the medication log each day the medication is administered. The medication will be stored under lock and key. If a camper requires an Epi-pen, all staff are trained in Epi-pen administration during first aid. After using an Epi-pen camper will be cared for by advanced medical team.

ILLNESS

If your child is ill, please keep them home. If your child becomes ill at the YMCA and cannot participate in activities, we will notify you and ask you to pick up your child immediately. If you are unavailable, we will call the emergency phone contact on your child's form. Please keep this information up-to-date. If your child develops symptoms of COVID-19, the following steps will take place: we will separate the child or person immediately and escort to medical area until they can leave the facility and areas will be disinfected and cleaned immediately. If symptoms persist, the ill person must contact or see a healthcare provider and follow the steps listed in our guidelines while pending results of positive or negative testing.

MEDICAL EMERGENCIES

Camp staff will treat minor injuries, such as small cuts, bumps, and insect bites. If the injury needs further treatment, the camp director will contact the parent. Please be sure that the emergency phone numbers are up-to-date. If your schedule changes daily, please provide the temporary numbers or a cell phone number, to one of the Director's. The camp physician is Dr. Suzuki and he is affiliated with Fuld Campus of Capital Health and Princeton Medical Center. Dr. Suzuki recommends Capital Health for any child needing to go to the emergency room.

HEALTH RECORDS

Each camper is required to have an up-to-date copy of immunization records on file with the Hopewell Valley YMCA prior starting camp. Due to HIPPA regulations, the Hopewell Valley YMCA will keep all campers forms secure. However, any information regarding allergies and/or specific medications that a child may have or need will be dispersed accordingly to camp staff for the safety of your child(ren).

ATTENDANCE

If your child is going to be absent, please call their group cell phone (see your camp counselor for your group cell phone number) by 8:30AM. No payment credits are made for absences.

PROGRAM RULES

The Y expects all campers and staff to demonstrate the four values of Caring, Honesty, Respect and Responsibility. To that end we establish clear rules and a guidance policy steered toward self-direction and conflict resolution.

- Campers must always be in the presence of a counselor.
- Campers are expected to respect the counselors, and must treat others in a caring, respectful, honest and responsible manner.
- Inappropriate language is NOT allowed.
- Fighting, including play fighting is not allowed.
- Participation in activities and tasks is expected.
- Fighting, including play fighting is not allowed.
- Participation in activities and tasks is expected.

DISCIPLINE POLICY

Restrictions and rules cover situations where physical safety is a factor and the emotional well-being of others is involved. Each counselor is required to maintain a log of disciplinary concerns. Should a difficult behavior problem occur, an established series of steps will be followed:

- When necessary, the child will be spoken to by a staff member.
- If the child continues to misbehave, he or she will be asked to sit and think about why he/she is sitting.
- Once a few minutes have passed, the counselor who sat the child out will talk to the child and revisit the pros and cons of the child's actions and then he/she will be asked to come back and join the group.
- If the child continues to misbehave, a disciplinary form will be issued. The parent will be informed at pick-up time.
- If poor behavior continues, parents will be called and asked to pick up their child.
- After the third disciplinary notice, the child may not attend the program for 1 day (more as deemed necessary by the Director). Serious infractions will result in an immediate suspension.
- Any further problems may result in a request for that child to withdraw from the program. Biting, spitting, inappropriate language, inappropriate touching or use of physical force will not be tolerated and are grounds for immediate dismissal from the YMCA Summer Camp.

Any person who has reasonable cause to believe that a child enrolled in camp has been subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any person, whether working at the center or not, is required by the State Law to report such allegations to the New Jersey Department of Children and Families (toll-free hotline 877-652-2873). Such reports may be made anonymously, and parents may secure information about child abuse and neglect by contacting the Community Education Office of the Division of Youth and Family Services, 20 West State Street, 4th floor, PO Box 729, Trenton, NJ 08625. One South Montgomery Street CN717, Trenton, New Jersey 08625.

CHILD ABUSE POLICY

Our YMCA protects and serves children. We follow all states, federal, and county regulations. We are obligated under law to report any visible or suspected child abuse, whether it is physical, emotional, or neglect, to Children Youth and Family Services and/or the police. Further, we will be concerned with behaviors, which may be at risk to any of the children in our programs. Alcohol, weapons or drugs are prohibited on YMCA property. Anyone who appears to be under the influence will be denied access to the facilities. While a custodial parent cannot be barred from picking up their child from camp or any other program, if the custodial parent is found to be under influence of drugs or alcohol, it will be recommended by the YMCA staff to hold the child, call a cab, or find an alternate means of transporting the child to their home. If the custodial parent refuses, the police will be called. In the case of a recurring problem, the child's enrollment in the program will be in jeopardy of termination. We ask all parents to be sensitive to this issue and not put the staff in the position where the police must be called. This policy is in effect for all YMCA facilities and premises.

LOST AND FOUND

All lost and found items will be kept for two weeks. If they have not been claimed after that time, we will discard them. Please label your child's belongings.

DONATIONS

We accept any gently used board games and sports equipment. Please ask staff first if you have any items, as our space is limited. If you would like to make a monetary donation to subsidize the cost of camp and other programs in your community, please contact our CEO, Doug Pszczolkowski at dpszczolkowski@hwymca.org.

BABYSITTING POLICY

YMCA employees who are responsible for the care, supervision or instruction of children are not permitted to perform similar duties, such as babysitting outside the YMCA for the children who participate in the YMCA programs. We ask that parents please follow these guidelines and recommendations set by the YMCA by not asking staff to baby-sit your children.

If you have any questions, please don't hesitate to call us at 609-737-3048. Thank you for choosing the Hopewell Valley YMCA Summer Camp!

