



YMCA East Hampton RECenter Summer Day Camp 2017 Parent Handbook



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2017 SUMMER DAY CAMP STAFF

Sondra Vecchio	Camp Director
Norma Bushman	YMCA Aquatics Director
Samone Johnson	Camp Health Director
Cecile Malcolm	YMCA Business Manager

CONTACT INFORMATION

Website

- www.ymcali.org/east-hampton/overview

Phone Numbers

- YMCA East Hampton RECenter (631) 329-6884
 - Camp Director – Sondra Vecchio Ext. 21
 - Camp Director – español Ext. 16
 - Office Manager - Cecile Malcolm Ext. 10

Camp Office (East Hampton High School) (631) 402-3982
June 26 – September 1, 7:00am-6:00pm ONLY

CLOTHING

All Camps

- Campers should wear cool, comfortable clothing such as shorts, t-shirts, and **SNEAKERS** (sneakers only please).
- Campers must bring a bathing suit, towel and plastic bag every day.
- A plastic bag is recommended as suits will be wet after their swim sessions.
- Campers are encouraged to be involved in activities that require sneakers and socks.
- For safety reasons, no clogs, flip-flops or sandals will be allowed.

Kiddie Camp

- A change of clothing for each camper is required.
- Please place clothing in a zip lock bag marked with child's name.

SUNSCREEN

Please apply sunscreen before sending your child to camp and pack sunscreen in their bag. We have a generic brand of sunscreen for all campers to use. Campers are encouraged to apply their own sunscreen.

LUNCH & SNACKS

Due to an increasing number of campers with peanut allergies we ask that you not pack a lunch or snack that has a peanut ingredient. If you must pack a lunch or snacks with peanut ingredients, please let us know ahead of time.

Each child must bring their own non-perishable healthy lunch and 2 snacks daily. Please follow these rules when packing your child's lunch:

- Refrigeration is not available – please do not use mayonnaise or salad mixtures.
- Include a paper napkin, utensils and additional drinks in each lunch.
- Refillable water bottles are ideal as EHHS has a filtered water system.
- Ice packs or a small cooler will help keep lunches and drinks cool.
- Please do not use glass containers or bring glass soda or drink bottles.
- Please clearly label your child's lunch box.

LUNCH CLUB & SNACK SHACK

- Snack Shack will be available M-F 8am-6pm. Snack option menu will be available online
- For Lunch Club information please see the Lunch Club flyer.

TIPS & GRATUITIES

Gratuities are not required but are greatly appreciated by our camp counselors at the end of your child's camp session.

SWIMMING

Safety is our #1 PRIORITY at ALL Times!

Supervision: the YMCA Day Camp Aquatics Program is closely supervised by YMCA/American Red Cross Lifeguards and YMCA/Water Safety Instructors. All lifeguards are certified in CPR and First Aid. All instructors have received the YMCA Instructor Certification and/or WSI Certification. Our aquatics center has a permit to operate from the NYS Department of Health and is inspected regularly.

What to Bring/Wear- All campers must bring a bathing suit, swim cap, towel, goggles, and a plastic bag each day they are in attendance - please label all belongings. We will keep goggles and swim caps at camp for the duration of your campers' attendance to minimize the loss of items.

Swim Levels- All campers will be "swim tested" on the first day of swim by our Aquatics Staff. Campers will be asked to demonstrate a variety of basic aquatic skills so that the Certified Aquatic Staff can determine an appropriate level. Campers will then be placed in the appropriate swim group for instruction and/or free swim.

Buddy Check- All campers will be assigned a buddy after they have been swim tested on the first day of each session. Non-swimmers with non-swimmers, intermediate with intermediate, etc. Buddy checks will be conducted every 15 minutes during swim periods.

TOYS & PERSONAL BELONGINGS

To foster a more active and social approach to camp, the Y does not permit toys or electronic items (i.e. iPods, cell phones, hand-held gaming devices) in camp. If such items are seen, they will be given to the unit head and given back at the end of the day.

The YMCA is not responsible for lost or stolen devices. Please remember to label all of your child's belongings.

CAMP HOURS

Kiddie Camp

5-Day Option: Monday-Friday

3-Day Option: Monday, Wednesday, and Friday

Full Day Option: 9:00am-4:00pm Half-Day Option: 9:00 am-12:00pm

- Drop off is from 8:45am-9:15am. Campers will not be permitted into camp before 8:45am unless enrolled in early drop-off.
- Half-Day dismissal is at 12:00pm. Full Day Dismissal is from 3:45pm-4:15pm.
- If a child is not picked up by 4:15pm, they will be placed in the Extended PM program and parents will be required to pay \$10 for the late pick-up that day

Day Camp, Performing Arts Camp, Rock Band Camp and Sports Camp

5-Day Option: Monday-Friday, 9:00am-4:00pm

3-Day Option: Mon., Wed., and Fri., 9:00am-4:00pm *Not available for Performing Arts Camp or Rock Band Camp

- Drop off is from 8:45am-9:15am. Campers will not be permitted into camp before 8:45am unless they are enrolled in early drop-off.
- Dismissal is from 3:45pm-4:15pm. If a child is not picked up by 4:15pm, they will be placed in the Extended PM program and parents will be required to pay \$10 for the late pick-up that day.
- Failure to pick a child up before 6:00pm will result in a \$1 charge for each minute over 6:00pm.
- Three (3) late charges are cause for removal from the program with no refunds

Basketball Camp, Soccer Camp and Strength, Speed & Stamina Camp

- AM Campers will be permitted into camp from 8:45am-9:00am, unless they are enrolled in early drop-off
- AM Campers must be picked up from the cafeteria at 12:00pm
- PM Camper drop-off is from 12:45pm-1:00pm
- PM Camper dismissal will be from 4:00pm-4:15pm, unless they are enrolled in extended PM.

Travel Adventure Camp

- Travel Camp Drop off and Pick up times will vary based on trip schedule.
- Please request a Travel Adventure Camp information packet.

Extended Hours

- Registration and additional fees are required
- Extended AM (Early Drop-Off): 7:00am - 8:45am (Campers cannot be dropped off before 7:00am)
- Extended PM (Late Pick-Up): 4:15pm - 6:00pm (Campers must be picked up before 6:00pm)

DROP-OFF/PICK-UP PROCEDURES

Camp Drop-Off

- Drop-off starts at 8:45am. There is no supervision for campers before this time unless enrolled in the Extended Day AM option.
- Drop-off is at the East Hampton High School bus loop.
- Please remain in your car, we will come to you to and let your child out of the car. A counselor take them to their appropriate group.
- Please do not park your car in this area. This causes a back-up. If you would like to walk your child please park your car in the parking lot and bring your child to the cafeteria door.

Camp Pick-Up

- Pick up begins at 3:45pm. Campers will be ready for you to pick them up.
- The procedure is the same as for dropping off your child - remain in your car and drive up, we will bring your smiling and happy child back to you.
- All Campers must be signed out by someone on their authorized pick-up list. Staff cannot release a child to anyone without a picture ID or to an individual not on the authorized pick-up list. Children must be picked up by parents unless otherwise noted on their camp registration form.
- You may also park in the lot and walk to pick up your child from the pick-up area. Please bring your photo ID with you.

Extended Camp

Extended AM (Early Drop-Off): 7:00-8:45am

- Please bring your child inside the East Hampton High School cafeteria to sign them in.

Extended PM (Late Pick-Up): 4:15-6:00pm

- Please come to the East Hampton High School cafeteria to sign your child out.

Early Pick-Up Policy

- Except in the case of an emergency, all early pick-ups must be made before 3:00pm. After 3:00pm, you will need to wait until the regular dismissal time of 3:45 to pick up your child. Please notify staff ahead of time for early pick-ups if possible. A written note must be provided for anyone that is not on your child's authorized pick up list.

BEHAVIORAL AND DISCIPLINE POLICY(CONTINUED)

Children will be provided acceptable avenues for release of feelings in the following ways:

- Physical activities
- Discussion and group activities
- Individual communication between staff and child or between child and child

The following forms of punishment **are prohibited**:

- Spanking, hitting, pinching, shaking, or inflicting any other form of corporal punishment
- Forcing a child to sit or stand in a corner
- Verbal abuse, threats or derogatory remarks
- Isolation
- Restriction of movement
- Withholding or forcing snacks or rest times

FEES, PAYMENTS & REFUNDS

- There is a \$25.00 fee for registration changes after May 31, 2017.
- There is no prorating of fees based on planned absences.
- Payment in full for each session is required by 9:00pm the Thursday before the start of each registered session. A \$25.00 fee will be applied for late registrations.

REFUND POLICIES

- Camp deposits are non-refundable after May 31, 2017.
- All refund requests must be made in writing. Verbal requests will not be honored or considered.
- All refund requests must be made no later than September 30, 2017. After this date, no summer camp refund requests will be considered.
- Any refund requests for medical reasons must have an accompanying doctor's note and must be submitted within 5 days of the illness.
- Please allow 30 days for refunds.
- The Y reserves the right to suspend or remove a child from camp. Refunds may not be given wherein the decision is necessary.
- Sick/Vacation Policy: There are no allowances for sick days or vacation during the camp session. No refunds or credit will be given for absences.

BEHAVIORAL AND DISCIPLINE POLICY (CONTINUED).

Specific techniques that will be used by camp staff include in no particular order:

- Appropriate Staff Training
- Redirection
- Parent-Staff conferences and daily communications with parents
- Use of positive directives
- Use of positive reinforcement

Camp staff will handle serious behavior problems in the following way by redirecting the child in such a way as to protect the other children and staff from further harm, i.e., talking with the child. If this does not work, the child may be separated from the group for as long as is necessary for the child to regain enough self-control to rejoin the group.

- During this period of separation the child will be with management staff or in the first aid office so they can be properly supervised and supported.
- Interaction between a unit leader and the child must take place immediately following the separation to guide the child toward appropriate group behavior. The Camp Director will be notified. Parents of all children involved in a conflict will also be notified either by telephone or upon child's pick-up from the site.
- A conference time will be set up between the unit leader and/or director and parents if warranted.
- Children's attention will be redirected through the use of positive reinforcement and by a discussion of the problem by staff and the child involved in the situation.

Program rules will be reviewed during group times and individually.

- Rules will be prioritized according to their importance with regard to safety.
- Children will be given more responsibility for their behavior and control as they mature.

Camp staff will promote self-esteem, self-control and respect for others through:

- Communicating in a positive manner
- By setting examples
- By avoiding use of threatening gestures and loud voices. Respect is shown for the child by providing sufficient warning before an activity ceases and through listening to the child's individual wants and needs

Late Pick-Up Policy

- If we have not heard from you by 6:00pm and we cannot reach you or any of the other contacts listed on your emergency/medical form, we will keep your child for one more hour. After that time, the police will be contacted to see if there has been an accident and/or to drive by your home to see if there is a problem. If no problems are found, Child Protective Services will be notified.

TRANSPORTATION

Transportation will be provided for children moving between the Y and the High School and during field trips. Car seats for Kiddie campers will be provided by the YMCA.

FIELD TRIPS

- No day-long field trips will be scheduled for Kiddie camp.
- Campers must have a permission slip on file to attend field trips. Permission to attend field trips and beach days is granted on the back of the Registration Form. PERMISSION CANNOT BE TAKEN OVER THE PHONE FOR ANY CAMPER.
- Field trip dates are tentative and subject to change.
- Campers will be required to wear YMCA T-shirts on all camp trips. This aids in group identification and safety.
- Parents will receive an agenda/calendar for all camp sessions. Trip information is also available on the YMCA website.
- A RTE and/or CPR-certified Counselor will be on every trip in case of an emergency. If a camper cannot continue with a trip for some reason, the camp Director will be notified and contact the parents.
- If any field trip is extended beyond normal camp hours (9:00am - 4:00pm), camp staff will notify all parents, or you may call the YMCA at 631-329-6884 or the camp phone number at 631-402-3982.

INCLEMENT WEATHER POLICY

Y Camp could close during hazardous weather or natural disasters. If this occurs, no credit or refund will be given.

- If you suspect we may be closed, you may call us at 631-329-6884 or 631-402-3982, check our website (www.ymcali.org) or listen to local radio stations for updates.
- If camp closes during camp hours, we will follow the same procedures outlined in our Late Pick-up Policy.

EMERGENCY AND MEDICAL

All campers' current Emergency, Medical, & Immunization forms must be completed in full and submitted no later than 9:00pm the Thursday before the start of the child's first session.

- Children without these records on file will not be able to attend camp. This is a New York State Department of Health rule.

Children requiring medication must contact our Camp Health Director at (631) 402-3982.

- Medication may not be given to any staff member, only the Health Director.
- Children will need a doctor's note specifying proper dosage, time and procedures in advance.
- Children will be required to "self-administer" medication in the presence of the Camp RTE/Nurse/EMT.
- Prescriptions must accompany all EpiPens and Inhalers.

We will notify you immediately in the event your child receives more than a minor injury (more than any bumps and bruises which may occur in the normal course of the day). Please make sure you list all necessary home work/cell phone numbers on your medical and registration forms and any emergency phone numbers.

In the event of an emergency, we will have an ambulance transport the child to Southampton Hospital. Parents will be advised where to meet.

Both the YMCA and East Hampton High School have AEDs on site.

POTTY TRAINING POLICY

All campers must be potty trained to attend camp.

The YMCA Definition of potty trained is a child who can do the following:

- Be able to tell the adult they have to go potty before they have to go.
- Be able to pull down their underwear and/or pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get onto and off the toilet by themselves.
- Be able to wash and dry hands.
- Be able to go directly back to their counselor without directions.
- Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from a bathroom.

NO BABYSITTING POLICY

YMCA staff members are prohibited from babysitting any participants of a YMCA program. This restriction extends to the transporting of children and/or family members to and from the YMCA or any other functions that are not YMCA program related.

BEHAVIORAL AND DISCIPLINE POLICY

It is the goal of our camp program to guide children in becoming happy, responsible, cooperative participants through positive, non-threatening teaching techniques. Camp staff will work to increase children's respect for themselves by empowering them to become responsible for their own actions and to help them grow in their respect for the rights and feelings of others.

To help us foster an appropriate camp environment, promote positive behavior, and ensure the safety of our staff and campers, we need the cooperation of everyone. We expect the following from all our campers and staff:

- treat others with kindness and respect
- be fair and accepting of all others
- work and play safely
- use appropriate and acceptable language and behavior at all times
- respect other individuals and their property
- play and share fairly
- be a good sport whether you win or lose
- always tell the truth
- leave personal games, toys and electronics at home

If a conflict occurs, it is our goal to work with the child, listening to what he/she has to say and try to help resolve the conflict through effective communication. A repeated discipline problem will result in the child's parent or guardian being contacted to review the incident and disciplinary action that will be taken. Parents or guardians may also be asked to attend a conference with the Camp Director to work out an equitable solution to the problem. Staff will never use physical or verbal abuse to resolve a conflict. As a result, the Y cannot allow others, including parents or guardians and children, to do so at camp. In order to ensure a quality experience for all, campers who exhibit behavioral issues but do not display corrective behavior may be suspended and removed from camp.