

Welcome

to the 2020 YMCA of Long Island's Summer Day Camp Guide! This guide covers all you and your camper need to know about our policies, procedures, and safety plans.

If you have any questions, please email us at **Camp@ymcali.org**.

Thank you

for choosing the Y to provide your child with the summer they deserve!





*The Camp Guide and COVID-19 Safety Plan are subject to change at any time based on updates provided by New York State. Any changes will be shared with camp families.

ABSENCES

If your child will not be attending camp on a day they are enrolled, please contact your YMCA by phone or written notification. Direct contact phone numbers are listed in your Welcome Letter. You may also call us at 855-2YMCALI (855-296-2254) to reach your local branch.

ACCREDITATION

The branches of YMCA of Long Island Summer Day Camp are licensed, regulated children's camps that are accredited by the American Camp Association and permitted by the N.Y.S. Department of Health, in conjunction with Nassau and Suffolk County.

ACTIVITIES

Safety is our top priority in our programming. We focus on providing campers with age-appropriate, fun, and enriching programming that include sports and games, creative arts, educational activities such as STEM and Imagination Station, camp traditions such as relay races and water games, theme days, outdoor adventure, and more.

ALLERGIES

The YMCA of Long Island Summer Day Camp staff are available to speak with families regarding your child and their allergies. We take food allergies seriously and accommodations are made within camp groups to ensure the safety of children with life-threatening allergies. Parent(s)/guardian(s) are only permitted to provide treats, food or beverages for their own child. Food sharing is not permitted. Allergies and any other medical information are required to be on file for each camper for each session. See **Emergency/Medical**.

AQUATICS AND WATER SAFETY

Campers will enjoy periodic swim instruction and/or recreational swim (as permitted by the Department of Health for summer 2020). Water activities are subject to change based on safety guidelines put forth by New York State and local officials. All campers will be tested on the first day of camp to determine their appropriate swim level. Swim lessons and recreational swim times are supervised by YMCA/American Red Cross Lifeguards and YMCA Water Safety Instructors. Lessons are taught by YMCA certified Water Safety Swim Instructors. Campers must bring a bathing suit and towel each day. Please label all belongings with full name. A plastic bag is recommended to hold wet suits after swim periods. See Appendix COVID-19 Safety Plan.

ARRIVALS

Drop off time starts at 8:00am, Monday through Friday. The Camp Staff will provide curbside drop off each morning. Parent(s)/guardian(s) and children are to remain in their vehicle and follow the traffic for drop-off. Camp Staff will conduct a Wellness Check while families remain in the vehicle by asking a series of questions and taking the child's temperature. If cleared to proceed to camp, a staff member will help your camper exit the vehicle. For the safety of staff and campers, campers may not be dropped off at the YMCA earlier than the camp day start time. Campers may not be left unattended on the YMCA camp grounds, regardless of their age. See Appendix COVID-19 Safety Plan.

ATTENDANCE PROCEDURES

Every child attending camp must be signed in and out of the program each day. Only contacts you have authorized on file may drop off and pick up your child from the program.

BEHAVIOR EXPECTATIONS/BULLYING POLICY

The YMCA of Long Island Summer Day Camp has developed behavioral guidelines to ensure the quality and safety of all children and staff in our camp. Our approach to behavior is to reinforce what children should be doing through positive guidance and effective communication to improve self-control and learn techniques to resolve conflicts appropriately. The YMCA rules are regularly reviewed with the children. During the online enrollment process, parent(s)/guardian(s) must sign our Code of Conduct Statement. If a conflict occurs, the staff will be proactive in resolving the conflict. If behavior needs further involvement, the Unit Leader/Counselor or Camp staff will inform the Camp Director and begin working with the child and their parent(s)/guardian(s) on an individual positive behavior support plan. The support plan must be agreed upon with the child, parent(s)/guardian(s), and the YMCA. If inappropriate behavior continues, further disciplinary action will be taken. Parent(s)/guardian(s) may also be asked to speak with the Camp Director, who will assist in working out an equitable solution to the problem. The YMCA has a zero-tolerance policy in regards to bullying.

CAMP CLOTHING/WHAT TO BRING

Please dress your camper for comfort and safety. Campers should wear comfortable play clothes and sneakers. For your camper's safety, please do not send your child to camp in sport sandals, flip flops, water shoes (i.e., crocs), or open-toed shoes. Please keep in mind that your camper will be active during the day and may get dirty. On rainy days, raincoats or ponchos are recommended. No umbrellas please. Each day, your camper should bring the following: swimsuit, towel, sunscreen, plastic bag for wet clothes, bug spray, hat or visor, lunch and snacks in a backpack. Please label all items with child's full name. See **Lost & Found** and **Inclement Weather**.

CAMP DIVISIONS & SESSIONS

Kiddie Camp, Youth Camp, Pre-Teen Camp will be operating for summer 2020. Teen Camp, Sports Camp, Performing Arts Camp, CIT and AIT will be postponed until further notice. Families will be notified if additional camp divisions will run this summer. All camp divisions will be operating with 5-Day Sessions only to ensure the greatest program consistency that results in safety among the camp groups. Our 3-Day Camp Sessions will not be available this summer.

CAMP HOURS

Regular operating hours are from 8:00am-4:00pm. Extended Day AM and PM will not be available at this time. Should this change during the summer 2020, we will notify families by email and post on our website.

CAMP T-SHIRTS

Camp t-shirts are not available this year, due to timing that COVID-19 presented. Camp t-shirts are not required for any days or activities this summer, however, campers can wear Y shirts from previous years if they wish (hey, we'll take the Y-Love!). Staff can easily be identified by the color of their Y Camp t-shirts and are worn daily during camp hours. Camp Leaders in blue collared shirts, Counselors in green t-shirts, Specialists in yellow t-shirts, and CIT's in purple t-shirts.

CAMP WEEKS 2020

Week 1:	June 29 – July 3
Week 2:	July 6 – July 10
Week 3:	July 13 – July 17
Week 4:	July 20 – July 24
Week 5:	July 27 – July 31
Week 6:	August 3 – August 7
Week 7:	August 10 – August 14
Week 8:	August 17 – August 21

Week 9: August 24 – August 28
Week 10: August 31 – September 4

CELL PHONES, TOYS, AND PERSONAL ITEMS

Cell phone usage by campers is prohibited on our grounds. This includes phone calls, text messages, photography or checking the time. Campers should speak to their counselor if they need to contact parent(s)/guardian(s) for any reason during the day. Items such as iPods, electronic games, toys, stuffed animals, and jewelry should not be brought to camp. To avoid loss and/or theft, we strongly suggest these items remain at home. Mobile devices will be confiscated for the day if seen in use. The YMCA of Long Island Summer Day Camp is not responsible for lost, stolen, or damaged items.

CODE OF CONDUCT

The Camp Director or Executive Director, upon notification of the parent(s)/guardian(s), may suspend or terminate all activities and participation in the program for the following misconduct:

- 1. Use of foul language or being rude and disrespectful to staff and peers.
- 2. Any form of bullying is strictly prohibited.
- 3. Intentionally and repeatedly leaving areas without permission.
- 4. Defacing YMCA property.
- 5. Refusing to follow basic safety rules and the COVID-19 Safety Plan (see Appendix).
- 6. Inappropriate use of hands or engaging in fights with peers.
- 7. Actions or words that can be harmful to peers or staff.
- 8. Intentionally injuring other children.
- 9. Bringing illegal substances including alcohol, cigarettes, vaping devices, or drugs.
- 10. Carrying/concealing weapons.
- 11. Stealing YMCA or camper property.
- 12. The YMCA is not responsible for lost or stolen items (i.e. electronics).

Therefore, the following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant in the YMCA Summer Day Camp Program. Children may:

- 1. Lose the privilege to participate in a certain activity.
- 2. Be suspended from the program with no refund.
- 3. Be terminated from the program with no refund.

Please make sure that both you and your child are completely familiar with the code of conduct polices. Staff are trained and expected to respond to any reported violation of our Code of Conduct. See **Behavior Expectations**.

COVID-19 SAFETY PLAN

A coronavirus safety plan has been implemented to protect all campers and staff. See **Appendix COVID-19 Safety Plan.**

DAILY SCHEDULE

A weekly schedule is created for your child's group that includes a range of daily activities from swimming (as permitted by DOH), sports, arts & crafts theme days, etc. so you know all the great things that are taking place at camp. A summer calendar and a schedule will be sent home with your child or communicated electronically through email/posted on our website. Schedules are subject to change and do not include activities for inclement weather.

DEPARTMENT OF HEALTH (NYS)

YMCA of Long Island Summer Day Camps are permitted by New York State Department of Health and are regularly inspected by the Nassau and Suffolk County Department of Health Services. Copies of the

inspector's reports are available at the Camp Office. We abide by the Children's Camps in New York State Guidelines. For more information, please visit www.health.ny.gov. See Appendix COVID-19 Safety Plan.

DEPARTURE

YMCA of Long Island Summer Day Camp offers curbside pickup. Your camper must be picked up by 4:00pm. Please refer to your Welcome Letter regarding the pickup time window. Our camp staff will be on hand at the end of the camp day to check ID and release your child to parent(s)/guardian(s)/authorized contact(s) on file. Families will need to refrain from congregating when picking up their child and will be encouraged to remain in the car until their camper is ready to be released. Children will not be released without authorized contact presenting photo ID. If you wish to make different arrangements for pick-up on a given day, please contact the Camp Office stating the authorized pickup contact. This contact must provide a photo ID at pickup. See Appendix COVID-19 Safety Plan.

EARLY PICKUP

Early pickups require 24-hour notice, whenever possible. Please contact the Camp Office so we can prepare your camper for early pickup that day. Children will not be released without an authorized person presenting photo ID. If you wish to make different arrangements for pickup on a given day, please contact the Camp Office stating the authorized pickup contact. This contact must provide a photo ID at pickup.

EXTENDED DAY AM AND PM

Extended day AM and PM will not be available in Phase 1 of our camp opening. Should this be offered later in the summer, we will notify parents via email and post on our website at ymcali.org/camp.

EMERGENCY CONTACTS

As required by law, campers must have a completed Medical Clearance Form on file with the YMCA of Long Island Summer Day Camp which includes emergency contacts for your camper. This will assist the camp staff in the case of an emergency. Please supply all requested information. Any changes to the Emergency Contacts list must be submitted in writing to the Y. See **Health and Safety**.

ENROLLMENT CHANGES

The primary contact listed on your online camp account (Parent Dashboard) is the only authorized party to request account or enrollment changes. Any change in family status impacting authorized pick-up contacts will require official documentation. Please contact the Camp Director for specific questions or concerns.

FIELD TRIPS

All field trips are cancelled due to safety concerns. With consulting regulations from NYS Department of Health, it is in the best interest of our campers not to offer field trips for Summer 2020.

FINANCIAL ASSISTANCE

Financial Assistance is available for families that apply and qualify before the deadline. Applicants are awarded scholarships based on available funding at this time. As the Y continues to raise funds through our "Send a Kid to Camp" campaign, additional financial assistance support will be available for families who applied and qualified by the deadline. A YMCA Staff Member will contact you if your family will be awarded based on your approved application.

FIRST AID

Our First Aid Staff are on call during camp hours. Our key staff members are trained in responding to emergencies. We meet the New York State Department of Health's standards of having key staff trained in

first aid and CPR. AEDs are also located on site. Small cuts and scrapes will be treated by our EMT certified camp staff using standard first aid procedures. See **Appendix COVID-19 Safety Plan**.

HEALTHY ENVIRONMENT

All campers need a current copy of immunizations/health form provided to the YMCA of Long Island Summer Day Camp before the start of camp. No exceptions can be made. Your child cannot attend camp without a completed Medical Clearance Form on file. All parents/guardians have a duty to disclose any significant medical, physical or behavioral needs of their child at the time of enrollment. Please do not send your child to camp if he/she was ill the night before or the morning of camp. If your child contracts a contagious disease during the camp season, please notify the Camp Director so we may notify appropriate parties. Certain communicable diseases, including COVID-19, are required to be reported to the Department of Health. Children who are ill may not return until they are symptom-free for at least 24 hours. They must also be fever-free for at least 24-hours without fever-reducer medication. If your child becomes ill during camp hours, you will be notified and requested to pick up your child. The parent(s)/guardian(s) will be notified of any camper who is found to have head lice. All campers must be nit-free to attend camp in order to prevent the spread of lice. Parent/guardian will be requested to pick up their camper and will be allowed to return to camp after successful removal of lice and nits. The YMCA of Long Island Summer Day Camp will notify all parents/guardians of the incident. Your child will remain anonymous for any illness-related notification. There is no financial or time compensation for missed days due to illness. See Appendix COVID-19 Safety Plan.

INCLEMENT WEATHER

Campers will take part in a full scheduled camp program regardless of the weather. During rainy days or inclement weather, all campers will be placed on an alternative schedule that will provide programming that focuses on crafts, indoor games, and special events. Be sure to dress campers appropriately for the weather. See Camp Clothing.

LOCATIONS/FACILITIES

The YMCA of Long Island has camp facilities spanning from Nassau to Suffolk counties. We operate a full-service summer day camp in Bay Shore, East Hampton, Glen Cove, Holtsville, Huntington, and Patchogue. The Y also operates day camp in several offsite locations which will not operate in summer 2020.

Only these locations will be operational for summer 2020:

Great South Bay YMCA

200 West Main Street, Bay Shore, NY 11706

Huntington YMCA

60 Main Street, Huntington, NY 11743

Patchoque Family YMCA (Kiddie Camp only)

255 West Main Street, Patchoque, NY 11772

Brookhaven Roe Y Center

155 Buckley Road, Holtsville, NY 11742

YMCA at Glen Cove

125 Dosoris Lane, Glen Cove, NY 11542

YMCA East Hampton RECenter at John M. Marshall Elementary School

3 Gingerbread Lane, East Hampton, NY 11937

LOST & FOUND

Our counselors do their best to assist the children with their personal items each day. Please label all clothing and supplies for camp with child's full name. Unlabeled items go to our lost and found areas at the end of each day. Shortly after the camp season, all unclaimed items are donated. If your camper comes home with an item that doesn't belong to them, please send it back to camp the next day in a sealed bag. The YMCA of Long Island is not responsible for items lost or damaged at camp.

LUNCH & SNACKS

This summer, My Hot Lunchbox's fresh lunch service will <u>not</u> be offered due to coronavirus. Campers must bring their packed lunch to camp, labeled with their full name. Please provide lunch for your child that does not require refrigeration. Extra snacks are encouraged. Please also send a water bottle that can be refilled for your child to stay hydrated throughout the day. Younger camp groups will have scheduled snack times. Please pack your camper's snacks in separate bags labeled with their name and AM and PM.

MEDICATION

If your camper requires medication to be administered during the camp day, please submit a completed Medical Clearance & Medication Consent Form during the online registration process or download a form from our website at ymcali.org/camp and email it to us at camp@ymcali.org. Parent/guardian must bring all medications to the Wellness Check station along with proper documentation by the first day of the camp session. Repackaging or relabeling of prescription medication is prohibited. Prescription medication must be in its original container with labeling that includes full name of camper, date prescription filled, expiration date, directions for use/precautions, pharmacy information, and name of licensed physician. If a parent/guardian is not available to administer medications to camper, the camp health staff will follow the Camper Medication Self-Administration procedures. Patient orders from and signed by a licensed prescriber, describing use of the medication, are required in order for our camp health staff to administer or to allow a camper to self-administer a medication (prescription or over-the-counter). In addition, a written statement from the camper's parent/guardian that requests the camp to administer the medication to the camper as ordered by the licensed prescriber is recommended. YMCA staff cannot provide or administer over-the-counter (OTC) medication to campers. Campers are not permitted to have any medication in their possession at camp.

MEMBERSHIP

All children must be a current YMCA Member at the time of camp registration. Membership must remain valid through sessions that child is enrolled in camp programs. Please contact your YMCA branch for membership options or visit **ymcali.org/membership** to purchase. You may also renew your membership by logging into your account at **ymcali.org**.

ONLINE PARENT DASHBOARD

Parents/guardians will be able to register online and manage their child's summer day camp enrollment, forms, and communications through our Parent Dashboard, accessible by visiting <code>ymcali.org/camp</code>. Parents can visit us online for the latest information about our camp programs and offerings, key dates, rates, and more. By clicking on the Parent Dashboard button, you will be directed to a login screen where you enter your user credentials from the online registration process. Parents can manage monthly payments, purchase additional weeks of camp, update profiles and forms, and more.

OPEN HOUSE & CAMP TOURS

Camp Tour are no longer available due to the Y's temporary closure. Registered families will be able participate in video calls (i.e., Zoom) with a Camp Director to answer questions about our programs and safety plan. Please email us at camp@ymcali.org if you'd like to schedule a session.

PAYMENTS, DEPOSITS, FEES & REFUND POLICY

Payment in full or monthly payments can be made through our online Parent Dashboard at **ymcali.org/camp**. To help our families during this difficult time, we updated our cancellation and refund policy:

- 1. Cancellation Policy: Cancellations can be made up to one (1) week in advance of our summer camp program to receive a full refund, including the deposit. Within one (1) week of the start, we will hold what you have put down.
- 2. If the Y cancels a session: You will receive a full refund, including the deposit.

Pro-rating is not available and there are no refunds for missed days of camp due to illness shorter than 5 consecutive days. Medical refund requests must have a doctor's note within 5 days of the illness. The YMCA reserves the right to suspend or remove a child from camp. Refunds may not be given wherein the decision is necessary. All balances must be paid in full by July 1, 2020 in order for child to attend camp.

If you wish to receive a credit or refund, please complete the online form available at ymcali.org/camp.

PHOTOGRAPHY & VIDEOGRAPHY

Individual and group photos as well as video footage are taken each session of our campers. A waiver to grant permission for photography and video taken during camp is found in your online camp enrollment registration. Camp Picture Days are also scheduled during the summer and parents/guardians will be notified in advance. Optional: Campers can wear a YMCA t-shirt if they have one available.

POTTY-TRAINING

All campers must be potty-trained in order to enroll your child in the YMCA Summer Day Camp. All Kiddie campers must be toilet trained by the time camp starts. Disposable training pants are not permitted. Definition of potty-training includes the following:

- Able to tell an adult they have to go to the bathroom before they have to go
- O Able to pull up/down pants without assistance
- o Able to wash and dry hands
- Able to get on/off the toilet on their own
- \circ Able to postpone going if they must wait for someone who is in the bathroom
- Please follow up with the camp for further discussion.

SMOKING, VAPING, & ILLEGAL SUBSTANCES

Smoking cigarettes, and/or any electronic nicotine delivery systems (e-cigarettes, JUULs, e-cigars, e-pipes, e-hookahs) is strictly prohibited on our Y camp grounds by campers and camp staff. Illegal substances such as narcotics and alcohol are also prohibited. Individuals who do not comply will be removed immediately from the camp grounds and expelled.

STAFF REQUIREMENTS

All staff are required to participate in extensive camp training prior to camp opening and attend regular staff meetings each week during the summer. All staff are required to take Child Abuse Prevention and Preventing Sexual Harassment courses prior to the camp season. Our Camp Counselors participate in professional development training that meets state licensing requirements. Background checks are performed on all YMCA counselors and staff. Due to the pandemic, all staff have received additional training of mitigating COVID-19. See Appendix COVID-19 Safety Plan.

SUNSCREEN & INSECT REPELLENT

We are committed to making sure your camper is safe from the sun and protected from insect bites. Campers should arrive to camp with sunscreen and insect repellent on. We strongly encourage your camper to bring spray-on sunscreen and insect repellent each day to camp. We recommend an FDA-approved All Day or Waterproof sunscreen with an SPF 30. Children will be reminded throughout the day to reapply. Campers must be able to apply sunscreen and repellent themselves and staff will assist young campers as necessary. Parent/Guardian will be required to grant permission for staff to assist in application of these products during the online camp registration process.

TRANSPORTATION

Transportation will not be available for summer 2020. All campers will be dropped off and picked up by their parent(s)/guardian(s) only.

VISITING DAYS

Visiting Days and Family Nights are postponed until further notice.

YMCA OF LONG ISLAND SUMMER DAY CAMP

COVID-19 SAFETY PLAN (APPENDIX)

MITIGATION TECHNIQUES

The following mitigation techniques will be reinforced with all participants and staff.

- Wash your hands often with soap and water for at least 20 seconds
- Clean and disinfect frequently touched objects and surfaces.
- · Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- · Wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, or mouth.
- Stay at least 6 feet from other people.
- If you are sick, stay home except to get medical care.

The sharing of objects will be limited. Campers will be encouraged not to bring any unnecessary items from home.

When will participants and staff wash hands?

- Hand washing will happen several times a day, including campers and staff upon arrival to the camp site.
- For handwashing: soap, running water, and disposable paper towels will be used.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol will be located for areas where handwashing facilities may not be available or practical.
- Hand sanitizer available throughout common areas on site. It will be placed in convenient locations, such as at entrances, exits, and security/reception desks.

PHYSICAL DISTANCE & FACE COVERINGS

YMCA of Long Island will ensure that staff maintain a distance of at least six (6) feet from participants and other employees at all times. The only exception to this is unless safety or the core activity requires a shorter distance. If that is the case, a face covering or face shield will be considered.

Types of Face Coverings

- When physical distance is not able to be achieved, a face covering will be considered.
- Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based face coverings and disposable
 masks that cover both the mouth and nose.

When do we wear face coverings (masks)?

- Kiddie Campers will not be wearing masks
- Youth & Preteen Campers will be when required to wear masks when they are less than 6 feet apart. They will also be required to wear masks when they go indoors. The only exception is when they are at the pool.
- Staff will be required to wear masks when they are less than 6 feet apart. They will also be required to wear masks when they go indoors. In addition, staff will wear masks during our morning arrival time for campers. Staff will use further PPE whenever the situation is warranted. The only exception is when they are at the pool.

GROUP SIZE

- Children will remain in static groups of no more than 15
- Groups will remain separate from other groups.
- · Groups will have assigned indoor spaces to ensure that groups remain separated.

CAMPGROUNDS

- We will have physical barriers in key locations such as the front desk to prevent campers and staff from being exposed.
- The camp site and equipment will be routinely wiped down with disinfectant.
- Signage will be posted reinforcing good hygiene, wearing a face covering, and physical distancing.

- Visitors to the camp program will be extremely limited.
- Members of the YMCA will be kept separate from campers whenever possible. Entrances will be managed.

WELLNESS CHECKS

Screening criteria

- Campers and staff will be screened upon arrival.
- The screening will be verifying the temperature is less than 100.4, asked about symptoms related to COVID-19, and if
 anyone in the household recently has tested positive for COVID-19. If any of these are questions are confirmed, they will
 be referred to the medical staff on site.
- The medical staff on site will make a determination if a participant or staff member is able to stay on site based on the screening.
- When in doubt, we will be asking the participant or staff to leave the site.

Arrival

- · Campers and staff will be screened upon arrival.
- Camp families will receive information encouraging them to keep 6 feet of distance between themselves, and stay in vehicle until our staff gives them permission.
- Staff will do their best to screen campers before leaving their vehicle.
- Families that need to speak to a staff member will be consulted away from the rest of the camp group.
- · We know there will be arrivals outside of the set time. In these cases, campers and staff will be screened upon arrival.

Pick Up

- · Families will be kept from congregating when picking up their child.
- Staff will be strategically placed.
- Families will be encouraged to remain in the car until their camper is ready to be picked up.

SYMPTOMS OF COVID-19 AT CAMP

When symptoms of COVID-19 are displayed at camp, the following protocols will take place:

For Campers

- Campers will immediately be separated from the group.
- Our medical staff will be consulted.
- If asked to leave, family will be notified immediately and asked to pick up the camper. Campers will wait in an isolated space away from the rest of the camp population.
- · If cleared, camper will have another wellness check with our medical staff throughout the day.

Returning to Camp

If camper is asked to leave the camp site, they can return after being symptom-free and have a doctor's note.

CONFIRMED CASE OF COVID-19 AT CAMP

- If a case of COVID-19 is confirmed with a camper or a staff member, Suffolk County or Nassau County Department of Health will immediately be informed. Suffolk County or Nassau County will instruct YMCA of Long Island how to proceed.
- Campers and staff members that had close, sustained contact with individuals will be asked to self-quarantine from the camp program. The self-quarantine will last 10-14 days based on the individual's exposure and symptoms.
- The only exception to this is will be if a person received a negative result from a COVID-19 test.

