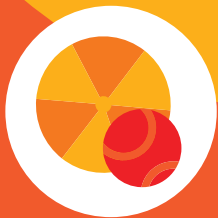




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



2018 Summer Camp Parent Handbook
YMCA OF COLUMBIA

Visit columbiaymca.org/camp to register today!



GET READY FOR FUN

Friendship, accomplishment and belonging

Dear Summer Camp Family,

The YMCA has a grand tradition of camping, spanning over 150 years. We are both excited and honored to serve your family this summer and add your child to the vast legacy of YMCA campers. The YMCA of Columbia summer camp programs are offered in multiple locations around the Metro Columbia area. Our Youth Development Quality Team, as well as industry experts who are leaders in their respective fields of expertise, design our summer camp themes and curriculum. We take pride in the quality that we offer our families.

Y Camp provides youth with supervised activities that teach core values, conflict resolution and leadership skills. Campers have fun while making new friends, building self-confidence, appreciating teamwork and growing in self-reliance. For youth, Y camp is a fun and happy place to enjoy the summer, play games, create arts and crafts, explore science and technology, swim, participate in field trips, appreciate nature and discover and value our many cultures.

Seasoned YMCA Directors and Executives select our youth development staff. Each staff person is thoroughly screened and they receive instruction that is well above the industry standard. This includes over 40 hours of training related to safety, risk management, child development, behavior management, and program delivery. All staff members are CPR/First Aid certified and Child Abuse Awareness trained yearly.

Please read through our handbook and take some time to sit with your campers and explore all the things they can be doing this summer. If you should have additional questions, please contact us at any time at any of our YMCA locations.

Happy Camping,

Youth Development Quality Team



CAMP MISSION

To have fun learning essential life skills that build positive relationships, a feeling of belonging and a sense of achievement in a safe, supportive environment.

ABOUT YMCA CAMPS

The Y is giving kids their Best Summer Ever! The YMCA of Columbia's camps offer a mix of fun and educational activities aimed at improving kids' well being. Our programs center on three areas proven to impact kids' development: friendship, accomplishment and belonging.

The Y has been a leading provider of summer camp for over 150 years and continues to provide youth with an enriching experience. We ensure that campers are in a safe environment with caring YMCA staff that instill positive values that help build character. When at camp, kids are given new responsibilities and learn independence. As a result, they become more confident, open to trying new things and grow as individuals and as part of a group. Camping at the Y is a fun and unique experience that gives youth the opportunity to discover their full potential, meet new friends, play and create memories that last a lifetime.

YMCA Day Camp provides a safe and affordable opportunity for youth to participate in weekly-themed activities in which campers will create arts and crafts, explore science and technology, swim, participate in field trips, appreciate nature, and better understand our many cultures. Campers will build self-confidence, appreciate teamwork and sportsmanship while gaining independence as they nurture their spirits, challenge their mind and strengthen their bodies.

The Y works to help youth discover their full potential by providing opportunities to learn, grow and thrive amidst caring, supportive adults. These experiences are grounded in a set of objectives that characterize all of the YMCA of Columbia camping programs. Through the Y's day camp program, kids participate in fun and educational activities that help them with:

- **ACHIEVEMENT** - Learn and master skills that help them realize their passions, talents and potential.
- **RELATIONSHIP** - Build friendships with new friends and staff role models adding to their well-being.
- **BELONGING** - Help them feel like they belong so they feel safe, welcome and free to express their individuality.

Typical Traditional Camp Daily Schedule

7:00am - 9:00am	Morning Centers
9:00am - 9:30am	Opening Ceremony and Announcements
9:30am - 10:00am	Group Time
10:00am - Noon	Morning Activity Rotations
Noon - 1:00pm	Lunch, Read and Rest
1:00pm - 3:00pm	Afternoon Activity Rotations
3:00pm - 3:30pm	Group Time/Reflection
3:30pm - 4:00pm	Closing Ceremony
4:00pm - 6:00pm	Snack/Afternoon Centers

Payment/Collections Schedule

Week of Camp	Draft Date	Cancellation Request Form due by, for refund minus registration fee
1- June 11-15	June 5	May 28
2- June 18-22	June 12	June 4
3- June 25-29	June 19	June 11
4- July 2-6*	June 26	June 18
5- July 9-13	July 3	June 25
6- July 16-20	July 10	July 2
7- July 23-27	July 17	July 9
8- July 30-August 3	July 24	July 16
9- August 6-10	July 31	July 23
10- August 13-17	August 7	July 30

* No camp on July 4th



ENROLLMENT AND REGISTRATION

Registration opens March 1st

1. Online at www.columbiaymca.org
2. In person at any of our local YMCA branches.

Enrollment Forms will need to be completed for each child participating. This includes the Registration, Health History, and Payment forms. These may be completed online or in person at any of our YMCA centers. There is no registration fee for our camps. All tuition must be paid in full in order for a camper to attend each weekly camp. Parents may pay the full amount at registration for all summer camps or may choose a weekly bank draft payment to be drafted the Tuesday prior to the week registered. There is a \$10 non-refundable deposit at the time of registration per week, per camper. The weekly deposit will reserve camper's space and will be applied to the weekly tuition. Payment is due for every week registered regardless of attendance. Weekly tuition is not prorated for any reason. Cancellation and refunds for any reason requires a written notice given to the Y two weeks prior to registered sessions.

We reserve the right to discontinue service if the account becomes 5 days delinquent. We understand that occasional financial situations arise; please keep the YMCA Program Director informed as to your family's situation in advance of delinquency so we can work with you. Upon registering for the YMCA Day Camp Program, you are responsible for payment of all program dues associated to your child's enrollment in the program.

FINANCIAL ASSISTANCE & THIRD PARTY SUBSIDIES (SC VOUCHERS)

The YMCA is committed to providing quality programs to all children and families regardless of their financial circumstances. The YMCA strives not to turn anyone away due to an inability to pay and offers financial assistance through our Annual Campaign scholarship program. Applications are available at any YMCA front desk and at www.columbiaymca.org. Scholarships are only available to families who are not using a 3rd party subsidy and hold a current membership with our Y. All scholarship forms are due by May 23. SC Vouchers are accepted at Northwest Family YMCA.

LOCATIONS & CONTACT INFORMATION

Downtown YMCA

1447 Hampton Street
Columbia, SC 29201
803.799.9187
Brittani Lane White
brittanilane@columbiaymca.org

Jeep Rogers Family YMCA

900 Lake Carolina Blvd
Columbia, SC 29229
803.451.8439
Lindsay Olson
lindsayolson@columbiaymca.org

Lexington Family YMCA

401 YMCA Road
Lexington, SC 29073
803.359.3376
Javon Fluker
lexingtonyouth@columbiaymca.org

Northwest Family YMCA

1501 Kennerly Road
Irmo, SC 29063
803.407.8007
Katie Eagan
katieeagan@columbiaymca.org

Our Counselors

Our counselors receive extensive hours of professional development training that exceeds state licensing requirements. All counselors are CPR and First Aid certified. We meet or exceed state staff-to-child ratios. We perform background checks on all YMCA counselors. Counselors may not babysit your child; we request that you not ask any YMCA counselor to care for your child outside of the program.

Your camp director is your primary contact for information about our programs or any questions you have. We strongly encourage and invite parental participation and communication. All programs have an open door policy and we hope you take an active roll in your child's day.

Ratio and safety

We understand that safety is the number one objective. All of our camps provide a lower staff-to-child ratio that exceeds the minimal ratios and supervision requirements, as defined by Section 114.504 of the South Carolina Department of Social Services (SCDSS) Regulations for Private and Public Child Care Centers. At the YMCA we provide the following staff-to-camper ratios:

Three to four years 1:6

Five to seven years 1:12

Eight to eleven years 1:12

Twelve to fifteen years 1:15

We always check restrooms before a child goes into a restroom in a public place. We want to know who is in the restroom before the children go in. We monitor who goes in and out of the restroom while our campers are in there.

Heat

Camp is an outdoor activity. We spend the majority of our day outside, playing games, learning and just having fun. We ensure that all campers stay cool by providing swim time each day, coming inside when it gets too hot, and keeping all of our campers hydrated. When the temperature reaches 98 degrees or higher, or Heat Index reaches 100 or above, we rotate camp activities inside more frequently. Hydration is another component of health safety. We encourage multiple water breaks throughout the day. Send your child to camp with a water bottle – every day.

Transportation

Drivers of all YMCA vehicles are thoroughly screened and authorized by the YMCA based on experience and good driving records. Each driver has a current CDL license and participates in YMCA driver training. The YMCA ensures all our vehicles are regularly maintained and that drivers conduct daily inspections before being driven. Upon registration, you have given the YMCA permission to transport your child to the appropriate YMCA or on fieldtrips.

Field trip Safety

When we are on field trips, we take health information and medicine with us. We frequently take attendance and use a method called "name-to-face checks" – that means when we take attendance, we aren't just calling names and listening for the child to say, "Here." We want to see who is saying it. We do this every time we take attendance, and as the children get on the bus.

Swim Safety

When we go swimming, we expect our staff to be in the water and interacting with the kids – but not all at once. Some staff will be in the water, while others will be equally spaced around the side of the pool monitoring the children. You will not see our staff lounging or sunbathing at the pool. We help children apply sunscreen before we leave for the pool, and about every hour while we are at the pool. We require a swim test of all of our campers to ensure we know their swim ability. When swimming in any natural body of water (i.e. the lake at the Lexington YMCA) lifejackets are worn by all campers regardless of swim ability.

Healthy Environment

Please help us keep a healthy environment for all our children. If a child cannot participate in the program due to illness, the child must be kept at home. Children who are ill may not return until they are symptom-free for 24 hours. They must also be fever-free for 24 hours without the use of fever reducers. If your child becomes ill during program hours, you will be notified and requested to pick up your child.

Small cuts and scrapes will be treated by our CPR/First Aid certified staff using standard first aid procedures. In cases of serious illness or injury, the Camp Director will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. The YMCA will contact EMS at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility.

The YMCA will contact the parents of any child who is found to have head lice. That child will be asked to be picked up early and will be allowed to return only after a successful treatment resulting in the complete removal of live lice and nits. YMCA will notify all other parents of incident. There is no financial or time compensation for missed days.

Medication

Prescription medications must be in their original container labeled with the child's first and last name, the date the prescription was filled, the name of the licensed physician or licensed nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication. YMCA staff will administer the medication according to the instructions. Non-prescription medications can be given by permission and directions from child's physician. YMCA staff will administer non-prescription medication from the original container labeled with the first and last name of the child or youth and according to the instructions on the label. All medicine will be held in the program director's office in a locked box.

In the event a child has a potential life-threatening allergy or condition that requires an EpiPen or inhaler, then the YMCA recommends that parents send a secondary EpiPen or inhaler.

Attendance Procedures

Your child must be signed into and out of the program. Only people you authorize may pick up your child from the program. If your child is going to be absent, please notify your camp director.

Drop Off - For the safety of staff and campers, campers may not be dropped off at the YMCA earlier than 7am. At that point, a YMCA staffer will be waiting at the car ride line to help your camper exit the vehicle and get their day started.

Early Pick Up - We understand that there will be times when you need to pick up your child early. When this occurs, it is extremely important that you call or email the camp director with the details of the early pick up. Please understand that we use many areas of our facility and children may be participating in an activity away from the building. We have a handheld radio system that allows us to communicate effectively. It may take a few minutes to retrieve the child from the program area. Your patience is appreciated. Please sign your child out at the MEMBER SERVICE DESK in the lobby of our YMCA if picking up before 4:00pm. For the convenience of others and the safety of the children, all early pick-ups need to park in the parking lot and not in the lane in front of the building.

Pick Up - Regular pick up is from 4:00pm - 6:00pm at the Rides Out Line. A staff person will be waiting to greet you, access your code word, will then radio for your camper to be sent to the car line. You do not need to park; a staff person will put your camper in your car for you to allow for speed and ease. Please remain patient while we retrieve your camper from their huddle, we use the entire facility for programming and it may take a few minutes.

Code Word Check Out - Code Word Check Out is the easiest, safest process to check out your camper. This Code Word SHOULD be given to anyone authorized to pick up your camper. This Code Word SHOULD NOT be given to anyone that you would not like to pick up your camper, or to your camper themselves. Campers will not be released without this Code Word. You will give your family Code Word on your registration form. If you have forgotten this, please speak to Camp Director.

Late Pick Up - In fairness to our staff and because of subsequent program demands, it is very important that your child be picked up on time. A late fee will be charged for each child not picked up by 6:00pm. The fee will be assessed at a rate of \$1.00 per minute per child starting at 6:01pm, and it is due when you pick up your child. If a child is not picked up by 6:15pm we will begin calling parent's and/or emergency contacts. If the child is not picked up by 7pm, local authorities will be called.

Parent Visitation

We have an open door policy in regards to having parents/guardians coming to see what great activities and fun their child is experiencing. We do require that all parents/guardians sign in with the director/coordinator that runs the program. From there, they will walk with you to the participant's location.

Custody Issues

The Primary Parent listed on the Camp Enrollment form is the ONLY authorized party to make any account or enrollment changes. Any change in family status which impacts authorized parties for pick-up will require official documentation from the proper authority. In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick the child up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA property during program hours. Please call the director if you have specific custody issues that we need to be aware of. YMCA staff will not testify in court in regard to child custody proceedings. Neither our programs nor staff will endorse any person(s) for the purpose of custody disputes. The YMCA reserves the right to discontinue care if custody issues disrupt the program or become an issue for program staff, office staff, the child, or other children in the program.



Family Transitions

Occasionally, campers' actions in our program can be a result of problems they are experiencing at home (i.e. pet's death, parent divorcing, fight with sibling, etc.). If any such disruptive or traumatic experience should occur, please inform your director. This will enable us to better meet the needs of your child.

Babysitting/Fraternization

YMCA associates are not allowed to fraternize with, babysit or transport your child outside the YMCA program. We request that you not ask any YMCA associate to care for your child outside of the program. If a relationship exists outside the YMCA which predates the staff employment with the YMCA, staff must notify their supervisor.

Special Needs

Y Camp is open to all children, and the YMCA will work with children of all abilities. Parents have a duty to disclose significant medical, physical, or behavioral needs at the time of enrollment. Due to the large-group format of our summer programs, the Y is unable to provide one-on-one care except on intermittent basis.

Thirty Minutes to Succeed! Camp Readers Makes Literacy Simple & Fun!

The YMCA of Columbia is participating in an exciting new program called Camp Readers. By including 30 minutes of reading time during camp, the Readers Program shows kids that reading is fun while building general reading skills and increases their reading confidence.

Eating Healthy, Living Healthy!

The YMCA implements a series of healthy eating and physical activity standards in our summer program as part of the Y's national commitment to combat childhood obesity and ensure that all those who participate in YMCA programs live a healthier, balanced life.

Physical Activity - We're committed to getting our campers physically active every day! Our goal is to ensure that children engage in at least 60 minutes of physical activity per day, including a mix of moderate and vigorous physical activities that promote bone and muscle strengthening. Play will take place outdoors whenever possible.

Screen Time - While at camp we limit time and access to television, movies and digital devices to less than one hour per day.

Food and Nutrition - Healthy foods help ensure children receive the nutrition they need to learn, play, and grow. All of our camps provide a healthy USDA-sponsored CACFP lunch and snack. If your child has any dietary restrictions, please indicate them on the medical section of your child's enrollment form. Because we participate in the CACFP, we are required to have a written statement from your child's physician in order to make any food substitutions for allergies or intolerance. In addition to fruits and vegetables, only whole grains will be served. If students bring their own food for snacks during camp, the food must meet our recommended nutritional standards.

Discipline

Our discipline policy is youth-centered and designed to achieve a positive outcome to misbehaviors and conflicts. We acknowledge good behaviors. We respond to misbehaviors and conflicts in an appropriate manner and have zero-tolerance for violence and bullying. We have the right to suspend or expel children from our programs if they or their families threaten safety or interfere with the sustainability of a quality program.

It is important that staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for developing social skills. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

The YMCA does not condone and will not permit:

1. Corporal punishment
2. Ridiculing, threatening, using an inappropriate loud voice
3. Leaving children unsupervised
4. Use of profanity

A child's behavior is expected to be consistent with the following:

1. Use appropriate language at all times
2. Cooperate with staff and follow directions
3. Respect other children and staff, equipment and facilities, and yourself
4. Maintain a positive attitude
5. Stay in the program areas - running away is not acceptable

The Discipline Policy

1. If a child is unable to comply with the behavior expectations, a conference will be held by the program director with the child. The parent(s)/guardian will be notified in writing.
2. If after the above meeting the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parent(s)/guardian. A behavior contract will be established and signed by the child (if appropriate), parent(s)/guardian and the program director.
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parent(s)/guardian to attend conference(s) and cooperate will subject the child to suspension or dismissal

Behaviors that may result in immediate dismissal include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff
2. Fighting (includes shoving, pushing and/or any intimidating act towards a counselor or program participant)
3. Possession of a weapon of any kind
4. Vandalism or destruction of YMCA property or property of others
5. Inappropriate conduct
6. Swearing or Cursing
7. Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
8. Running away
9. Biting

Attendance Policy

When you enroll your child in day camp you are reserving your place in the day camp from 7am – 6:00pm for the entire week. We are unable to refund or prorate fees based on individual attendance, inclement weather, or in the case that a child is removed from the program by a parent or by the YMCA's Administration. We do not refund or prorate fees for cancellations/ changes in activities and trips.

Withdrawal At The YMCA's Request

The YMCA has the legal option to withdraw a child for any of the following reasons: A) Non-payment of fees B) Failure of parents to pick up child on time C) Failure to provide the YMCA with current emergency/medical information D) Unresolved disciplinary issues E) Inappropriate conduct of parent or guardian.

When To Stay Home

Please do not send your child to YMCA programs with any of the following symptoms: • Sore throat • Excessive coughing • Diarrhea or vomiting • Fever • Head lice • Undiagnosed rash, sore, or other skin condition • Any other contagious disease or symptom. A child must be diarrhea, vomiting and fever-free for a full 24 hours before returning to the program. A physician's note may be required before re-admitting a child to the program.

Cell Phone Usage

Campers will not be allowed to use their cell phones during camp. If a camper is found with their cell phone, we will confiscate it. We will only return the cell phone to the parent/guardian. If you need to contact your child during the camp day, please feel free to contact the camp.

Group Assignments

Group assignments are made based on the chronological ages of the campers. We make every effort to keep campers in the same group from session to session but this is not guaranteed. It may be necessary to make adjustments due to ratios and registration.

Parent Communication

We are committed to giving you all the information you need to be prepared and have an awesome camp experience! You'll receive a camp email with detailed camp information the Friday before your child's camp begins. Please read through it thoroughly. If you do not receive an email the Friday prior to camp starting, please email your camp director.

Volunteers Encouraged

Parents support their child's camp through special talents or hobbies, helping on field trips, and fundraising. Please let the Camp Director know in advance of your interest in volunteering. All volunteers will need to be screened through our volunteer background process. In addition to asking for certain behaviors from our youth participants, the Y requires that each parent conduct him or herself appropriately at all times. This includes communications and interactions with Y program and office staff. Inappropriate language, conduct, or action toward any participant, Y staff, child, or other parent will NOT be tolerated. Failure to abide by this policy will result in termination of services without refund of previously paid services.

Medicine

It is the parent's responsibility to pick up all medication at the end of each day or week.

Heat

During extreme heat and heat advisory days, we will adjust our schedule when possible. The safety and comfort of our campers is always our top priority and we want you to be aware of the changes we will make to our camp schedule with the heat is on.

- We will limit the time we spend in direct sun.
- We will spend more outside time in shady places.
- We will take more breaks than usual to "chill out."
- We'll play games that keep kids hydrated and cool (like water fun).
- We will move activities inside when possible.
- We will take extra water breaks and make sure water is always available.

Here are some tips to help your kids stay comfy cool during summer fun:

- Pack a frozen water bottle.
- Dress campers in lightweight and light colored clothing.
- Store lunch in an insulated, chilled lunch box.
- Send your child with a hat.
- Apply sunscreen before camp.
- Tell your camp staff if your child has a health condition that makes them more sensitive to the heat.

Annual Campaign

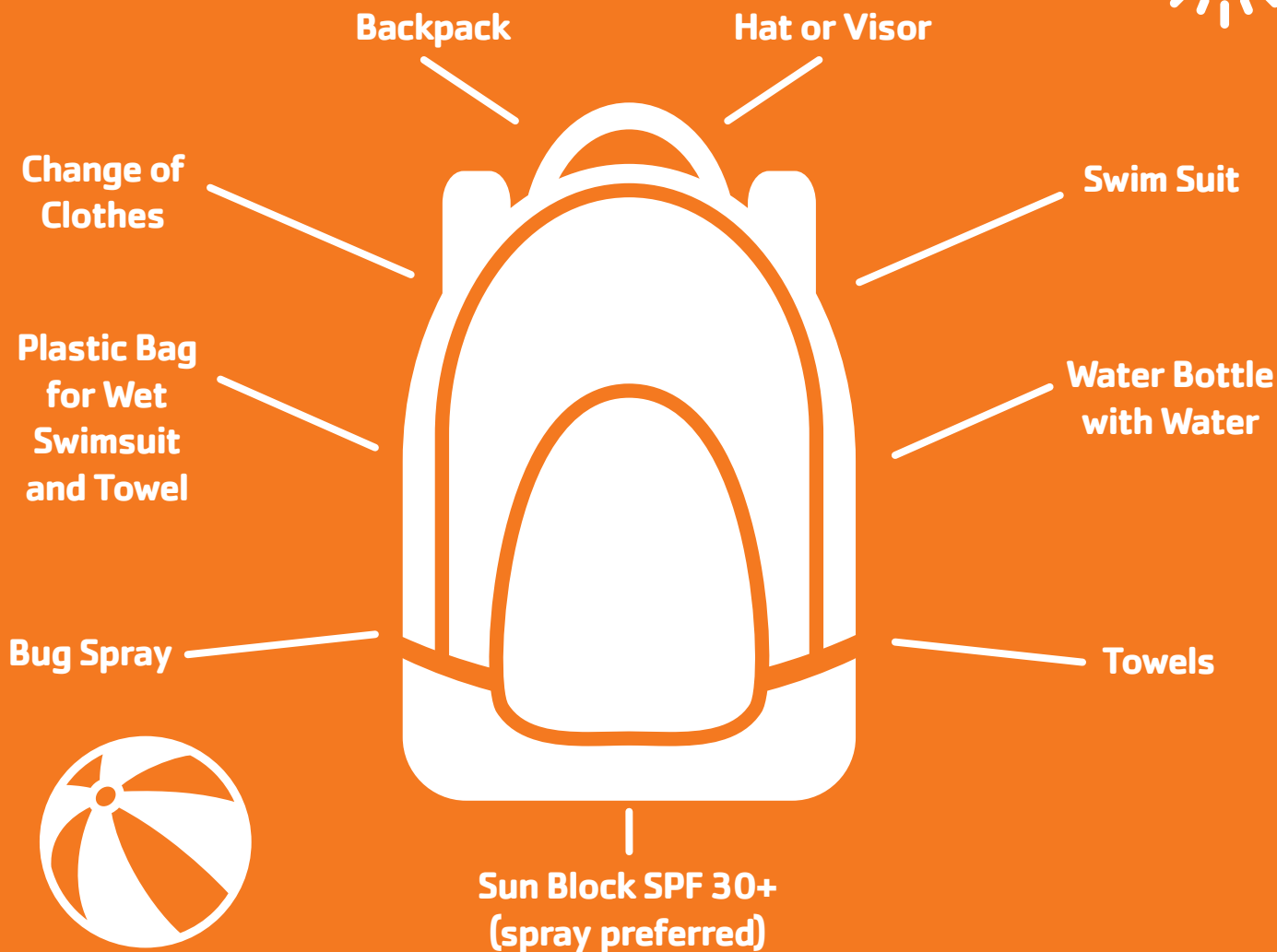
Each year, through our Annual Campaign, 100% of donations received are used to support program & membership financial assistance. Every dollar donated makes a big difference. Here are some ways your donation will provide opportunities for others: \$150 will send a child to a week of summer camp ensuring a lifetime of memories \$250 provides a month of afterschool for a child helping them achieve their success in school \$500 provides a season of sports to 10 youth teaching skills and sportsmanship \$1000 allows 25 kids to learn to swim for a lifetime of fun. For more information visit www.columbiaymca.org/give



WHAT TO BRING

Suggested Supplies for Camp

Please add your child's name on everything they bring to camp.



What to leave home

All Electronics, Cell Phones, Toys, stuffed animals, beyblades, action figures, and jewelry. The YMCA will not be held responsible for lost items.