

# Summer Rec Parents Handbook:

## *Pick-up Policy*

All campers picked up from camp must be signed out before leaving. To ensure your child's safety, we require written notification if anyone other than a parent will be picking up the child. These people can be listed on the Alternate Pick-up List. We will ask that the person picking up the child sign their name on our sign out sheet and show us an I.D. The staff on duty will not release your child to unauthorized people.

## *Medication and Sick Children*

Parents should not send sick or infectious children to camp. If your child will not be attending camp, please leave a message for the Youth & Sports Director at the YMCA at 978-283-0470x1714. Since our Summer Rec does not offer any transportation to and from our program, if your child does not show up to Camp on his or her scheduled day, we will assume that he or she is home for the day.

The Camp staff will not dispense medication. However, Epipens and Asthma inhalers will be allowed as long as they have the attached prescription. Parents will be asked to sign a form allowing for these medications to be dispensed if needed.

## *Emergency Procedures*

The trained staff will handle minor injuries and illnesses. In the event of a minor accident or illness (small scrapes and minor "boo-boos" excluded), the camp staff will contact the parent/guardian or the emergency contact person. Mildly ill campers will be given a quiet place to rest until a parent can pick him or her up.

In the case of serious illness or accident, the Summer Rec staff will utilize appropriate police, fire department or ambulance services. If this action is taken, the camper will be taken to **Addison Gilbert Hospital on Washington St. in Gloucester**. Parents will be notified in all cases.

## *Lost/Missing Campers*

The YMCA trains all staff in lost camper procedures. Staff are trained that throughout the day, head counts and attendance are monitored to ensure each child is safe. In the event it is determined that your child is missing, all available staff will work to locate your child. If a camper is assumed missing, camp staff will report to the camp director and

notify the director. All other campers will be called to designated area; this area would depend on where the campers are at the time. Attendance would then be taken and campers would be supervised by the staff not searching for the missing camper. If your child is not found after a designated time, the camp director will notify authorities and the parent will be called to inform them of the situation. All staff is instructed to never leave a child alone.

### ***Insurance***

The YMCA provides limited secondary medical insurance. This coverage is in excess of any valid and collectible group or individual insurance available to the camper.

### ***Camp Facility***

Summer Rec covers a multitude of camps. Each individual camp will have a primary location. Outdoor camps will relocate to the Cape Ann YMCA during inclement weather. Each camp will have a primary meeting spot for drop off each morning and for pick up in the afternoon.

Sailing Camp: Harbor Loop- Next to the Harbor Master's office.

Soccer Camp: Stage Fort Park Information Center

Fencing Camp: Tennis Courts along Stacey's Boulevard

Kodiak's Gymnastics Camp: Cape Ann YMCA Gymnastics Center

Basketball Camp: Cape Ann YMCA Gymnasium

The Camp office is located at 9 Center Street. The Director of all Summer Rec Camps can be contacted at 978-283-0470 \*1714

Each camp may also utilize the Teen Center, gymnasium, pool, and gymnastics center at the YMCA. The gymnasium is used for games, sports, and free play. The pool time will be recreational with some casual instruction. A certified lifeguard will always be on the pool deck.

### ***What not to bring to camp***

Please do not send your child to camp with any toy guns or knives. Other toys are welcome; we just ask that your child share them with the other campers. It is a good idea to leave jewelry and other such items at home, as we have no safe place to store them.

If a child shows up at any of our Summer Rec Camps and is not registered, he or she will not be allowed to attend unless all of the required paper work is complete.

## Camp Checklist

- Swim suit
- Towel
- Wear comfortable shoes
  - Soccer Camp- Sneakers or Cleats (no metal please)
  - Basketball Camp & Fencing- Supportive Sneakers
  - Sailing Camp- Sandals or water shoes
- Extra set of clothes (If you think your child may need them.)
- Snack and Drink
- Plenty of Water
- Comfortable Clothing
- Hair tied back for those with long hair
- COMPLETED REGISTRATION PACKET.

### **CHILD GUIDANCE POLICY:**

Child Guidance Plan keeping every child safe, happy and engaged is our primary goal. We seek to help children become confident and independent, to learn the give and take of social situations and to be part of a large group. That work starts with making sure each child feels safe and welcome in our environment and feels good about him/herself. We work on self help skills and problem solving skills, including peaceful conflict resolution. As within the framework of a family, children in our program are coached to work out difficulties with peers, and to handle frustrations in socially acceptable ways. Educators set the stage as children begin in the program by explaining that he/she works to keep everyone safe. Expectations are made clear that we use words to express anger or act it out in safe ways. It is the role of the care giver to teach these skills and to act as the facilitator in guiding children to cope with angry feelings.

Educators shall define and encourage positive behavior for the children through discussion and Demonstration in large and small group settings and with individual children as situations warrant. Educators shall create opportunities for children to practice the desired

behaviors, and praise those behaviors whenever they are observed. Children shall be recognized for positive contributions to the group. Behavior which is co-operative and supportive shall be praised and pointed out to the group as a whole.

Our program spaces are arranged to encourage active learning and independence. The daily schedule offers both group and independent activities and time to relax. It is kept consistent so the children know what to expect. Transitions are announced ahead of time. Children shall be offered activities designed according to their interests and which direct their energies into constructive pro-social endeavors. Educators shall be observant and aware of the direction which children's impulses are taking them and redirect or coach the child's handling of disagreements.

When unsafe or harmful behavior is exhibited by a child, the educator will guide the child away from the group if safety warrants. The educator will help the child calm down and will discuss the incident focusing on how the child felt and how he can better handle those feelings in the future. Educators will model calm behavior and problem solving and shall not argue, threaten, or berate the child for his/her behavior.

Parents will be made aware of concerns about behavior by the staff. Specific instances of concern will be documented on an incident report and sent home to parents.

We strictly prohibit: Spanking or other corporal punishment of children; Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks; Depriving children of outdoor time, meals, or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence; Disciplining a child for soiling, wetting or not using the toilet, or using any other unusual or excessive practices for toileting; Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and Excessive time-out.

Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

### **Exclusion from the program**

If, despite every effort of accommodation and individualization for the child, concerns for safety continue, the parents and/or the center director may conclude that this program is not an appropriate setting for the child. In that situation, program staff will help the parents find an alternative placement.

### **NON-DISCRIMINATION POLICY**

The YMCA of the North Shore shall not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin, or sexual orientation.

### **SUSPECTED ABUSE AND NEGLECT POLICY**

As employees at the YMCA of the North Shore, all child care staff are mandated by Massachusetts State Law, G.L.C. 119 s 51A, to report all incidents of suspected child abuse or neglect to the Department of Social Services.

The child care staff will report any suspected or alleged incident immediately by telephone, and then in writing within 48 hours to the Department of Social Services. All staff members will cooperate fully in the investigation of the incident.

If an employee of the YMCA of the North Shore becomes involved in any incident of accused abuse or neglect, on his/her behalf, the following steps will be implemented:

1. Immediate suspension from the position and no direct contact with the children until the Department of Social Services investigation is complete.
2. Once the investigation is complete, if the staff member is found guilty, immediate termination of employment will ensue.
3. If found not guilty, employee will be reinstated to his/her position. All written documentation concerning the investigation will be removed from the employee's file.

For more information on specific camps please contact the Youth & Sports Director Katy Milne. [Milnek@northshoreymca.org](mailto:Milnek@northshoreymca.org) 978-283-0470 \*1714