



Welcome to Ipswich Family YMCA Summer Camps

We are so glad that your child will be joining us this summer. We have created this handbook to provide you with everything you need to know about camp; camp rules, policies and procedures, special events, and more. Please read this information carefully to ensure that you and your child are ready for your first day of camp. If, after reading this handbook, you have any questions, please call us!

What is the Ipswich Family YMCA's Camp Goals?

The goal of the Ipswich Family YMCA Summer Camps is to change young people into even better people. In our camps, we provide children with a positive, safe, fun, and creative summer experience. In every camp that we offer, whether it is three days per week, five days per week, a sports program or a creative arts program, we will strive to make it a great summer experience for your child. Through innovative activities along with qualified staff and counselors, your child will grow to his/her highest potential. Our camp incorporates the National YMCA Character Values of caring, honesty, respect and responsibility. While having fun at camp, we hope that your child will learn how to practice these values and include them in their everyday life and activities.

Where are the camps located?

Our traditional summer day camp is located on the Ipswich Family YMCA on 110 County Road Ipswich. The property includes our wooded trails, outdoor sports court, low ropes course, archery range, indoor pool, gymnasium and Rotary Park.



How do I pay for camp?

The session balance must be PAID IN FULL one week prior to the first day of the session. Registration is on a week-to-week basis, and must be received at the YMCA front desk ***the Thursday before each new weekly session***. If payment is not received prior to the child's first day of the camp session, the child will not be permitted to attend until the balance is paid in full or a written payment agreement is signed. As a reminder, families have the option to pay through E-PAY, which automatically drafts your weekly balance due, directly from your credit card. The E-PAY application is enclosed in your registration packet.

To ensure the proper placement of your child, please make sure that all registration information is filled out completely. The full enrollment packet must be returned on or before June 17th for campers to attend the first session. Campers registering after June 17th must return the packet and medical form before he/she may register for camp. Per the State Board of Health, a signed medical form must also be on file before the first day of camp. All medical forms will be due prior to attending camp. We will not allow any child to participate in camp unless he/she has his/her medical form and brings the complete enrollment packet to camp. Any child without a medical form will not be admitted to camp on the first day.

Please note: Any child/family that has an outstanding balance with the YMCA's summer camp, child care, or other programs, may not enroll in our summer camp until the prior balance is paid in full. Any payment received will go toward an outstanding balance.

If my child's schedule needs to change this summer, can I be refunded for money paid?

All deposits are non-refundable. Credits will be issued only for medical absences when the request is submitted in writing and signed by the physician. Any credit issued will subtract the non-refundable deposit. Should you register for camp and pay in full, you will lose your deposit. Your fee pays for direct operating costs, such as staff, materials and supplies. All of these must be available for your child. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether the child attends or not.

Does the YMCA offer financial assistance? How do I apply?

The YMCA does not turn anyone away from its membership, services and programs. Financial assistance is available for those who apply and are eligible, based on a sliding scale. If you are interested in applying, you can find the applications at any of the YMCA of the North Shore facilities or online at www.northshoreymca.org. Please apply three weeks before your child registers for summer camp. This will allow time to process the financial aid application. In order to reserve your child's spot in the summer camp session of your choice, please make a \$25.00 deposit per week when dropping off your application. Should the YMCA staff notify you that you are not eligible for financial assistance; the YMCA will require the remainder of the deposit within one week of notification. Funds for financial assistance are available thanks to generous contributors to our Y for All campaign.

Where should I drop off?

The Ipswich Family YMCA uses both Rotary Park (the sports field directly behind the YMCA) as well as the YMCA gymnasium for morning drop off. The Ipswich Family YMCA camps begin promptly at 9:00 AM. Drop off is between 8:50 AM and 9:00 AM. Please have your child at camp promptly by 9:00 AM so that the day can be started on time. Pick-up in the afternoon is at 4:00 PM for all full day camps. Any child that is dropped off before 8:50 AM or picked up after 4:15 PM will be charged the appropriate extended day fees.

What is the pick up procedure?

Safety is a priority at the YMCA. All campers picked up from camp must be signed out before leaving the YMCA camp property. To ensure your child's safety, we require written notification if anyone other than a person on your authorized pick-up list is coming to get your child from camp. ***The person picking up your child must present a valid picture I. D. (this includes parents/guardians).*** Written notification will also be required if there is a change as to how your child will leave the camp property. If you desire to have your child walk home from camp you must send a signed note with your child giving the YMCA permission to release him or her.

What if I am running late picking up my child?

Please contact the Front Desk (978.356.9622) to notify the staff of your late pick up. If you pick up your child after the end of our extended day program or after the end of camp (for those not enrolled in extended care), you will be charged a late pick-up fee. It is not the YMCA's intention to make money from these fees. The money collected will defray the cost incurred by keeping the program open. Payment for late pick up will be due at the time of pick up. The late fees are as follows:

\$5 for the first **15** minutes, **\$10** addition for the next **10** minutes, **\$2** each additional minute

Our camp staff will begin to contact parent/authorized/emergency pick up 5 minutes after the closing of the program. If staff has not been able to contact any individuals on the authorized release list AND the parent has not contacted the program to notify the program of their tardiness, AFTER ONE HOUR of the closing of the program, the YMCA will contact the Department of Children and Families (DCF) Child at Risk Hotline to report the situation.

My child is having a blast and does not want to leave. Can I extend the day?

The Ipswich Family YMCA Camps offers Before and After Camp Care. The cost to attend is \$35 per session per child for Before or After Camp Care. Before and After Camp care is \$45 per session per child. Before care is offered from 7:00 AM to 9:00 AM and after care is offered from 4:00 PM to 6:00 PM. Registration for Extended Day Camp is required in advance. In order to provide proper supervision, only those registered may use this service.

What if my child arrives late to camp?

Late campers must sign in at the Front Desk. Tardy campers may have an extended waiting period for Day Camp before they can be placed with their group, depending on their group's schedule. If you know your child will arrive late, please let your child's counselor know in advance. This will limit the waiting time prior to placement in your child's group.

Can I come early to pick up my child from camp?

If for some reason you need to pick up your child early from camp, please send a note to camp that morning that states what time you will need to get your child. The staff will make sure that your child is waiting for you.

What should I bring to camp?



Please pack an extra set of clothing, along with a sweatshirt and rain gear. On days that it is raining, we will continue to have camp outdoors until it becomes unsafe for the campers. Please be aware that your child may get wet, so send them with appropriate clothing on rainy days.

What should my child(ren) bring to camp:

- Sneakers
- T-shirts
- Shorts/jeans
- Appropriate weather gear
- Bathing suit
- Towel
- Sunscreen
- Bug Spray
- Lunch and snacks
- Refillable Water bottle

What items are not appropriate for camp?

Please do not send your child to camp with any toy guns or knives, cell phones, jewelry, dolls, radios, gum, disc-men, IPODS, MP3 players, cameras, Game Boys, and other electronic devices. These items can easily be lost or broken at camp and there is no safe place to keep such objects. The YMCA



cannot be responsible for items that are lost or stolen. If camp staff finds these items in camper possession, they will be held by the camp staff until the end of the day.

- Candy/Gum/Soda
- Two piece bathing suits
- Flip Flops (footwear that is not attached)
- Electronic devices
- Cell phones
- Items that could be construed as a weapon
- Personal Items of sentimental value

What happens with misplaced belongings?

Please label all of your child's belongings with a laundry marker. We will try to return all marked articles, but cannot guarantee the return of unmarked clothes. Every two weeks the lost and found will be cleaned and items will be donated to charity.

What is the lunch policy?

Each camper is expected to bring his/her own lunch and snacks. Parents will be contacted and asked to bring a lunch if a child comes to camp without one. In the event of a lost/missing meal and a parent cannot provide one, one will be provided by the Camp Director at a cost of \$10.00. No camper will be denied a meal for any reason other than by written medical direction. Campers will be encouraged to eat a well balanced diet, but no camper will be forced or coerced to eat against their will. As part of our healthy child initiative at the YMCA, we would greatly appreciate it if children did not bring soda to camp.

Lunches will be stored in a safe manner so as to maintain safe temperatures and protected from contamination, but here are some helpful hints on summer lunches:

- Do not use mayonnaise or salad dressing on sandwiches.
- Place drinks in the freezer overnight. They will be ready in time for lunch.
- The following lunch items will not be affected by the weather: hard-boiled eggs, dried fruits, and vegetables such as celery and carrots.
- Send lunches in labeled lunch bags/backpacks

*The Ipswich Family YMCA is not a nut free building.
We do provide nut free tables for children during snacks and lunch.*

What is the Bug spray and Sunscreen policy?

Please send your child to camp with his/her own bug spray and sunscreen. By state regulations we are not authorized to apply these products onto your child and they are not allowed to share them with other campers, without written parental consent. It is important that children use sunscreen throughout the day, especially when they're out in the sun for long periods of time. We also encourage that your child bring and/or wear a brimmed hat to protect him/her from the sun. With written permission, YMCA staff will assist younger campers administering sunscreen and/or bug spray.



What does my child do if it rains?

The Ipswich Family YMCA Day Camp is held outside, and on rainy days the children may get wet. Activities may be conducted outdoors as scheduled; we will plan to stay outside as long as possible. For all camps held in an outdoor space, when dangerous inclement weather arrives, campers will be moved inside.

Does my child go swimming?

The indoor pool located in the Ipswich family YMCA main building will be used by campers at least once each day. Certified lifeguards will be on duty at all times that the pool is open. Camp counselors will also supervise in the pool area. Every new camper will be swim tested to determine the campers swim ability.



What does my camper(s) need for swimming?

Please pack a bathing suit and towel everyday. If your child needs flotation to assist in swimming, please send that along too. The YMCA will provide swim bubbles as flotation to children who do not bring their own. No bikinis or two piece bathing suits allowed.

Will my child be with his/her friends?

Camp is a wonderful opportunity for children to meet new people and to safely step outside their comfort zone. The YMCA places children in groups by grade and age. We will make every effort to accommodate age appropriate grouping requests, but due to the number of campers and requests, we can make no guarantees.

What is the Camp Discipline Policy?

The YMCA Summer Camp Behavior Management policy is based on safety and respect for others and ourselves, both personal and property. Safety of each camper is the staff's first concern. Respect of staff, adults and other campers is second. Positive reinforcement and guidance will be consistent and based on individual needs and development. Rules are explained and reviewed with the campers and staff. Campers are encouraged to work out minor disputes by themselves, according to their abilities. Potential major disruptions are intervened upon as quickly as possible by YMCA counselors. Diversion techniques are used as well as mediation between all parties concerned. The focus is on positive discipline, using group incentives, based on the YMCA's four core Character Development values of caring, honesty, respect, and responsibility.

Reasons for Discipline:

Staff will IMMEDIATELY contact the parents/guardian when these situations arise:

1. A group is unable to function normally because of behavioral problems.
2. A camper displays inappropriate behavior that jeopardizes the health and safety of any individual at camp, or the camp as a whole.
3. Physical fighting with another child.
4. Habitual use of swearing/foul language.
5. Hitting and/or kicking a staff member/another child/visitor.
6. Inappropriate physical touching of staff member/another child/visitor.
7. Leaving the camp group/area.
8. Repeated infringements of camp policies.

The following disciplinary steps will be taken:

1. The head counselor and child will discuss the action and the child will be given time to express their story. At this time the counselors will reiterate the rules that are associated with the problem. The situation will be documented by the counselor, signed by a parent/guardian and placed in the child's folder.
2. On the second offense, the child will meet with the Camp Director. The rules and expectations will be reviewed again. The incident will be documented, signed by a parent/guardian and placed in the child's file.
3. On the third offense a meeting will be held with the child, Camp Director and the parents/guardians. All documented past history of the event will be discussed, the goals created in step 2 will be reviewed and a plan of action will be determined. This discussion will be documented and signed by all parties that are present. All parties will understand that on the next offense the child will be suspended from camp.
4. On the fourth offense, the child will be removed from the YMCA camp.

The following disciplinary techniques are NOT used:

1. Corporal punishment, including spanking, is prohibited.
2. No camper will be subjected to cruel or severe punishment, humiliation or verbal abuse.
3. No camper shall be denied food or shelter as a form of punishment.
4. No child shall be punished for soiling, wetting or not using the toilet.



What if my child is feeling ill?

If your child is feeling ill in the morning of camp, we ask that they are kept home until the symptoms clear. The Ipswich Family YMCA Day Camp has a physician on call, in addition to key staff people trained in emergency care and first aid. Each child must have a completed and signed medical form and immunization record prior to admittance to camp. Participation privileges will not be extended to campers whose forms are not on file.

If the Camp Director and/or Health Supervisor deem a child ill, parents will be required to have their child picked up within 60 minutes of notification. If your child is ill and unable to attend camp, you are required to notify the camp office between 7:00 and 9:00am.

Trained staff will handle minor injuries or illnesses. In the event of a minor accident, injury, or illness (i.e. bloody nose, cut, or scrapes), the camp staff will contact the parent/guardian or the emergency contact person. In the case of serious illness or accident, the YMCA camp staff will utilize appropriate police, fire department or ambulance transportation. If this action is taken, the camper will be taken to Beverly Hospital or the nearest medical facility when on field trips. Parents will be notified in all cases.

What if my child needs to receive medication in the camp day?

Parents whose children need medication during the camp day should provide the medication in the original container with the original prescription attached. A medication consent form must be completed prior to any medications being dispensed. Non-prescription medication must be accompanied by a parent's note as well as a physician's note. All medications should be given immediately to the Health Care Supervisor or Camp Director and will be locked up throughout the day.



Medications will be dispensed by the Healthcare Supervisor or Camp Director only. *A full Camp Health Care Policy is available upon request.*

How does YMCA camp handle emergencies?

Each YMCA camp trains all staff in emergency procedures to prevent, recognize and handle emergencies. The staff on duty will not release your child to unauthorized people. Staff are trained that throughout the day they are to do frequent head counts, buddy checks and monitor attendance to ensure each child is safe. All staff are instructed to never leave a child/children alone.

If a camper is missing in a YMCA facility, one YMCA staff will blow a whistle, indicating that a camper is missing. Upon which time, all groups will meet at Rotary Park field and attendance will be taken for all groups. Staff will be assigned to report to all egresses to ensure that the missing person does not leave the YMCA facility while additional YMCA staff search the facility.

Should it be determined that a camper is missing on an off-site location, one YMCA staff will remain with the entire group, while the second YMCA staff searches the area. The first YMCA staff will contact the Camp Director via cell phone to inform him/her of the situation and exact location of the group.

In all situations, the Camp Director will notify authorities. A parent/guardian will be called to inform them of situation. Lost and/or missing camp drills will be conducted sporadically throughout the summer.

Can I visit my child while at camp?

While parents are welcome to visit our camp at any time, friends and other relatives may only visit on designated camp days and at special events. Should special circumstances arise, where a guest needs to come to camp, approval must be attained by the Camp Director in advance. For security reasons, all camp visitors must check in at the Front Desk. The Front Desk staff will contact the Camp Director who will then escort guests through the camp property.

Note:

This camp must comply with the regulations of the MA Department of Public Health and be licensed by the Ipswich Board of Health. Copies of staff background checks, healthcare policy, discipline policy and grievance procedures are available upon request. CORIs and SORIs are a part of our background checks on all employees.

Camp Contact Information



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