

**SALEM YMCA SUMMER CAMPS 2010  
SUMMER CAMP HANDBOOK**

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## **Welcome to Salem 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 Salem YMCA's Camp Goals?**

*The goal of the Salem 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 two days per week, five days per week, a gymnastics program or a special needs 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.

In all of our camps we will incorporate 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?**

Explorers Camp, Soccer Camp, and Adventure Camp are all located at the beautiful waterfront property of 37 Winter Island Road. Pick up and Drop off is at this location. In extreme weather emergencies, pick up or drop off may be located at the Salem YMCA, One Sewall Street, Salem, MA 01970.

Young Pioneers, Basketball Camp, Messy Monets, ABC Chefs and Drama camps are all located at the Salem YMCA.



## **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 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 21st for campers to attend the first session. Campers registering after June 21st 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 for the summer on June 21st. After June 21st we will not register any child for camp unless s/he 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 be reduced by the non-refundable deposit. Should you register for camp and pay in full, you will be issued a refund minus 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?**

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.northshoremca.org](http://www.northshoremca.org). Please allow 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 \$15.00 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 through generous contributors for our Y for All campaign.

## Where should I drop off?

**This varies by YMCA camp.** Salem Explorers and Young Pioneers camps begin promptly at 9:30 AM. For those camps, drop off will be between 7:00:am-9:30am. Pick up is no later than 6:00 PM, although the traditional camp day ends at 4:00 PM.

Salem Adventure, Preschool, Basketball and Theatre Camps begin at 9:00 AM at the Salem YMCA. For full day camps, the day ends at 4PM and for half day preschool camp, the day ends at 12PM. Any child that is dropped off ten minutes before/after the start/end of the camp day, will be charged the extended camp fee.

Camp Locations: Explorers and Adventure Camp - 81 Winter Island Road  
Young Pioneers, Preschool, Basketball and Theatre Camps – Salem YMCA One Sewall St.

Please contact **the inclement weather hotline** to determine if camp will be moved to the Salem YMCA if there are extreme weather conditions.

## 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 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 camp office 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 camp. If staff has not been able to contact any individuals on the authorized release 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.

### **What if my child arrives late to camp?**

Late campers must sign in at the camp office. Tardy campers may have an extended waiting period 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. This is especially crucial on days in which the camp is going on a field trip.

### **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 you need to 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 unless it becomes unsafe for the campers. Please be aware that your child may get wet, so send them with appropriate clothing on rainy days.

#### **Children should arrive at camp everyday with:**

- Sneakers
- Tee shirts
- Shorts/jeans
- Appropriate weather gear
- Bathing suit
- Towel
- Sunscreen
- Lunch and snacks
- Water bottle

#### **Items not permitted at camp:**

- Two piece bathing suits
- Sandals
- Electronic devices
- Cell phones
- Peanut Butter

It's also very important that you label your camper's clothing and belongings with their name. A lost and found will be kept. Having your child's clothing labeled will help ensure that it is returned efficiently and correctly. The YMCA will not be responsible for any missing items.

**LUNCH:** Each camper is expected to bring their own lunch and snacks. The YMCA does not accept responsibility to provide a lunch for campers. Parents will be contacted and asked to bring a lunch if a child comes to camp without one. Please pack your child's lunch in a cooler and be sure that it is labeled with their name. Please send a thermos with water or juice in it with your child each day, as it can get very hot in the middle of the summer. As part of our healthy child initiative at the YMCA, we would greatly appreciate it if children did not bring soda to camp.

Some helpful hints on summer lunches:

- Do not use mayonnaise or salad dressing on sandwiches, as we cannot refrigerate lunches.
- 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

**LOST AND FOUND:** 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. The lost and found will be cleaned and items will be donated to charity every two weeks.

**SUNSCREEN AND BUG SPRAY:** Please send your child to camp with their 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 this with other camper, 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. YMCA staff will assist younger campers, with written permission, administering sunscreen and/or bug spray.

**Please send your child with everything labeled in a backpack.** This will significantly reduce the number of lost items and lunches, as everything will be in one place. Please do not send your child with any money. Staff will not order lunch for campers. For our traditional day camps, lunch for eight weeks is provided by the City of Salem. More information about lunch will follow in your weekly parent newsletters.



### **What items are not appropriate for camp?**

Please do not send your child to camp with:

- Toy guns or knives
- Cell phones
- Jewelry
- Dolls
- Radios
- Candy or 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 will not be responsible for items that are lost, broken 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.



### **What does my child do if it rains?**

The majority of the YMCA Day Camps are held outside, and on rainy days the children may get wet. Activities may be conducted outdoors, as scheduled. We will try and stay outside as long as possible, however, for all camps held in an outdoor space, when dangerous inclement weather arrives, campers will be moved inside to One Sewall Street, Salem, MA.

## **Does my child go swimming?**

Campers will enjoy swimming throughout the summer. For our traditional day camps, campers will swim at least once each day. Certified lifeguards will be on duty at all times that the pool is open or during times when children are swimming in the ocean. Please make sure to send your child to camp with a bathing suit, and towel. If your child requires the use of a bubble, please make sure one is sent daily and has your child's name written on it.

SWIMMING GEAR: Please pack a bathing suit and towel everyday. If your child needs a bubble to assist in swimming, please send that along too. 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. 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 if my child has a difficult time adjusting to camp?**

The YMCA Summer Camp Behavior Management policy is based on the safety and respect for others and ourselves, both personal and property. Positive reinforcement and guidance will be consistent and based on the understanding of the individual needs and development of the camper. Rules are constantly explained and reviewed with the campers. 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. Our YMCA will focus on positive discipline, using group incentives, based on the YMCA's four core Character Development values of caring, honesty, respect, and responsibility.

Repeated infringement of the rules or disruptions of the group by a camper will result in a short time-out. This will be followed by a talk with the camp counselor about better ways to handle difficult situations. If the child is uncontrollable and creates a problem for the safety of other campers, him/herself, or disruption of the activity for others, the camper will be escorted to the Camp Director or other designated YMCA staff

The progressive methods of discipline approved for YMCA camp are:

**Step 1:** Talk through the problem with the camper. Redirection is encouraged to suggest alternative solutions and assist in implementing. A warning may be given to the camper and consequences for continuance of their behavior.

**Step 2:** A time-out or removal from activity. Staff will safely remove camper from the activity. The YMCA staff will ask the camper to sit down and then help the camper gain control of him/herself. After a time-out (one minute per year of age) or when the camper is calm, staff will ask why s/he was removed from the group. Campers will be provided an opportunity to resolve the situation by talking with staff and peers. After conversation, the child will be returned to the activity.

**Step 3:** The camper will be brought to Assistant Camp Director/Camp Director. A parent will be contacted to discuss the camper's situation. Upon pick up the camp staff and parent will meet to discuss the problem and staff will provide the parent a written report, detailing the situation and efforts made by staff to resolve the situation. The camper may receive suspension from the YMCA for up to a week, depending on the circumstances, at the discretion of the Program Director.

Camp Staff will IMMEDIATELY contact the parents when these situations arise:

1. Physical fighting with another child
2. Habitual use of swearing/inappropriate language
3. Hitting and/or kicking a staff member/another child/visitor
4. Inappropriate physical touching of staff member/another child/visitor
5. Leaving the camp group/area
6. Repeated infringements of camp policies

**Step 4:** If behavior continues, a meeting will be held between child, parent, and Camp Director. All documented prior incidents will be discussed, and the camper will be placed on a behavior plan according to the camper's developmental needs and level.

**Step 5:** Should future incidents occur, the YMCA Camp Director/other designated YMCA staff may recommend that camper is unable to return to camp, and give the family a week notice. If the camper's behavior is severe and endangering the safety of the camper, other campers, and YMCA camp staff, the YMCA reserves the right to terminate services immediately. Any fees paid in advance will be returned on a pro-rated basis. You should feel free to consult the Camp Director regarding any problems in your child's adjustment to our camp program.



### **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 Salem YMCA Day Camps have 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 at camp prior to admittance. 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.

### **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 Camp Nurse or Camp Director and will be locked up throughout the day. Medications will be dispensed by authorized YMCA personnel.

A full Camp Health Care Policy is available upon request.

The 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 Salem Hospital or the nearest medical facility when on field trips. Parents will be notified in all cases.

### **How does YMCA camp handle emergencies?**

Each YMCA camp trains all staff and bus drivers in emergency procedures to prevent, recognize and handle all emergencies. The staff on duty will not release your child to people not included on the emergency contact release form. 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.

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 to be missing, camp staff will report to the camp office and notify the director. A bull horn will sound with one long blast and two short blasts, indicating that a camper is missing. At that time, all groups will meet at a designated location and attendance will be taken for all groups. Staff will report to their assigned location and search until the camper is found.

If a camper is missing at a YMCA facility, one YMCA staff will blow a whistle, indicating that a camper is missing. Upon which time, all groups will meet at a designated location 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 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 after a designated time. 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?**

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 from 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.

We will be hosting family nights throughout the summer. This is a great opportunity for families to experience camp and see what it has to offer your camper.

*All campers should come to camp with sneakers, a lunch, snacks, plenty to drink, bathing suit, and towel. Please label all belongings.*



**Trying to reach us?**

<b>Name</b>	<b>Camp</b>	<b>Phone Number</b>	<b>E-mail Address</b>
Jay Lyons	Explorers/Young Pioneers	978.744.0351 ext. 1506	<a href="mailto:lyonsj@northshoreymca.org">lyonsj@northshoreymca.org</a>
Linda Berger	Adventure/Basketball	978.744.0351 ext. 1515	<a href="mailto:bergerl@northshoreymca.org">bergerl@northshoreymca.org</a>
Kim Kurcy	Theatre	978.922.0990 ext. 1118	<a href="mailto:sholdsm@northshoreymca.org">sholdsm@northshoreymca.org</a>
Nicole Brennan	Preschool Camp	978.744.0351 ext. 1516	<a href="mailto:brennann@northshoreymca.org">brennann@northshoreymca.org</a>
Emely Arias	Camp Registrar	978.744.0351 ext. 1509	<a href="mailto:ariase@northshoreymca.org">ariase@northshoreymca.org</a>

