

YMCA

# CAMP SPINDRIFT

A SUMMER OF FUN – A LIFETIME OF MEMORIES

# PARENT HANDBOOK

## **100% SATISFACTION GUARANTEE**

We want you to be completely satisfied. My staff and I strive to provide the best quality summer camp experience you and your family desire. Please contact me directly if your experience does not meet or exceed your expectation. We welcome the opportunity to make you happy. We will correct any issue for you. If you remain unsatisfied, we will refund the remainder of your fee. Our goal is to create satisfied “owners” of our YMCA and its programs.

- Rick Doucette  
Executive Director  
YMCA Teen & Camp Services of Cape Ann

We meet or exceed all Summer Camp regulations as required by the Massachusetts Department of Public Health and are inspected by the Gloucester Department of Health

Last updated 040909RD

# YMCA

# CAMP SPINDRIFT

## I. Welcome

Welcome to YMCA Camp Spindrift! We are so glad that you could join us for a summer of fun. Whether your child will be joining our Spindrift Day Camp, Spindrift Small Fry, our C.I.T (Counselor in Training) Program, Spindrift MLS Soccer, Spindrift Theatre Arts, or Spindrift Horse Riding Camp – we're anxious to provide a wonderful and enriching experience for your child. This registration packet contains important information about the YMCA, our camp programs, rules, regulations, special events, and more. Please read this packet carefully to ensure that you and your child are ready for your first day of camp.

## II. Goals and Objectives of YMCA Camp Spindrift 2009

The purpose of YMCA Camp Spindrift is to provide children with a positive, safe, fun, creative and educational summer experience. We will strive to make it a great summer for your child. Through innovative curriculum and activities led by our qualified and experienced staff counselors, our camp will help your children grow to their highest potential. Parents may review background check, health care, discipline policies and grievance procedures upon request.

We will incorporate the National YMCA Character Values of CARING, HONESTY, RESPECT and RESPONSIBILITY. Throughout the summer the children will be awarded with beads that represent these values. CARING is represented by the color red (for the heart), HONESTY is the color blue (for true blue), RESPONSIBILITY is the color green (for our environment), and RESPECT is the color yellow (for the golden rule). While having fun at camp, we hope that your child will learn how to further practice these values and include them in their everyday life and activities.

## III Camp Programs

***SPINDRIFT DAY CAMP*** for ages 7 – 13 is a traditional summer program with swimming, arts & crafts, camp-craft, games, sports, swimming instruction, drama, recreational swimming, archery and more as the day-to-day activities. An emphasis is placed upon recreation as well as positive peer relations. Spindrift Day Camp runs in one-week sessions that are highlighted by a special theme, trip or activity. We also have 3- or 4-day flexible options available for busy families.

***SPINDRIFT SMALL FRY*** for ages 4 – 6 is a traditional summer program designed especially for our younger campers. This “camp within a camp” includes recreational swimming, arts & crafts, games, sports, swimming instruction and activities crafted specifically for younger, and first time campers. The Small Fry Group makes use of two

of their very own cabins for changing for swim, bathrooms and storage of camp gear and lunch. Spindrift Small Fry runs in one-week sessions that are highlighted by a special theme, trip or activity. We also have 3- or 4-day flexible options available for busy families.

***SPINDRIFT MAJOR LEAGUE SOCCER*** for ages 6 – 10 is an official camp of Major League Soccer. The Major League Soccer Association provides coaches and staff. Campers are led through games, drills and activities that will enhance their skills throughout the week. Each participant receives a MLS ball and t-shirt. The half-day portion includes just the soccer portion – but campers can stay the day and experience the fun of Spindrift! Afternoons consist of arts & crafts, swimming and more.

***SPINDRIFT THEATRE ARTS*** for ages 11-14 Older campers are given this unique opportunity to gain insight and experience into all aspects of the world of live theatre – combined with all fun the of camp! Whether your child naturally prefers the spotlight – or might be interested in what goes on “behind the scenes” – there’ll be ample opportunity to act, direct, design sets & costumes, learn about stage management and more!

***SPINDRIFT HORSE CAMP*** for ages 7 – 14 Sandy Bay Stables and YMCA Camp Spindrift have collaborated to bring this exciting new camp opportunity. Campers will get to spend their mornings riding and learning the art of horsemanship, and their afternoons enjoying a traditional day camp experience. Campers will be brought from Camp Spindrift to the stables in the morning where they will be taught in small groups on a number of different horses. After lunch the campers will return to camp, where they will get to swim and enjoy activities such as arts & crafts, archery and field.

***SPINDRIFT CIT PROGRAM*** for ages 14 – 16 is a “bridge” program that has produced many of our finest camp staff. CITs (Counselors in Training) will not only participate in a variety of fun and educational activities, but will be skillfully guided as they assist with younger-camper groups. CITs will be trained to run and plan for a camp group as well as receive basic First Aid training. The CIT program will run in two week sessions.

#### **IV Camp Facility**

YMCA Camp Spindrift is a 48-acre camp facility, off of Atlantic Street in West Gloucester, located less than one mile from Wingersheek Beach. With two picnic pavilions, sand-pit volleyball, full-court basketball, jumbo sun deck, 4 poolside waterslides, archery range, ball field, arts cabin, full aquatic complex and numerous cabins and nature trails; this “jewel of the North Shore” offers the perfect setting for “A SUMMER OF FUN – A LIFETIME OF MEMORIES”.

#### **V. Registration**

**Each camper receives a complimentary YMCA Summer Youth Membership!**

Registration will be accepted on a first come first served basis. A deposit is required for each camper for each session. This deposit will then be applied toward the total balance due. Weekly balances must be paid in full no later than the Thursday prior to the camp week.

To ensure the proper placement of your child, please make sure that the registration information is filled out correctly and completely. Per the State Board of Health, signed medical forms must also be on file before the child's first day of camp. Please don't force us to send your child home from camp.

DAY CAMP			SMALL FRY			MLS SOCCER		THEATRE CAMP (2 Week Session)	Horse Riding	CIT
5 Day	4 Day	3 Day	5 Day	4 Day	3 Day	Full Day	Half Day	Full Day	Full Day	2 Full weeks
\$165	\$150	\$140	\$175	\$160	\$150	\$205	\$165	\$380	\$405	\$ 220

#### **VI. Refunds/Credits**

If you are unsatisfied with you child's Camp experience and we are unable to rectify the situation after you notify us we will issue a Refund/Credit for any unused camp fees for the remainder of the season.

We will issue a YMCA credit for medical absences only when the request is submitted in writing and signed by a physician. The credit will be issued on a pro-rated basis for the number of days the child missed camp. Participants must be absent a minimum of three consecutive camp days to qualify for a credit.

YMCA credits may be used within one year of issue toward any North Shore YMCA program or membership.

#### **VII. Payment Options**

Payment in full for each week of camp must be received no later than the Thursday before the weekly camp session begins. Payment may be received in the form of check, cash, Visa Card, Master Card, Discover or American Express Card. Failure to pay will result in your child's withdrawal from camp. **Financial Assistance is available for participants who may be unable to pay the full camp tuition.**

#### **VIII. Pick-up Policy**

All campers picked up from camp must be signed out before leaving the camp property. To ensure your child's safety, we require written notification if anyone other than a parent will be picking up the child. Written notification will also be required if there is a change as to how your child will leave the camp property. **The person picking up your child must present a valid picture I. D. (this includes parents).**

#### **IX. Drop-off/Pick -up**

In order to not interfere with buses in the upper parking lot, drop off for camp will be between 8:30am and 8:45am. Please have your child at camp by 8:45am so that the day can be started on time. Pick-up in the afternoon begins at 4:05pm after buses depart. If a child is dropped off in the morning before 8:30am and/or picked up after 4:15pm you will be charged the weekly fee of \$30 for extended day. (please see item X, below).

## **X. Extended Day Options**

For an additional \$30 per week you can drop your child off at camp as early as 7:30am and/or pick your child up as late as 5:30pm. We ask you to register accordingly so we can adequately plan our staffing patterns.

## **XI. Late-Pick-Up Policy**

Parents and/or authorized persons must contact the camp if they will not be able to arrive before the close of extended camp care in the afternoon (5:30pm). Each day a parent and/or an authorized person is late picking up a child(ren), a late fee will be assessed. The late fees are as follows:

Pick-up between 5:30pm and 5:45pm	\$ 5.00
Pick-up between 5:45pm and 6:00pm	\$15.00

If the child is not picked up by 6pm, an additional \$2/minute fee will be assessed.

If a child has not been picked up by 6:30pm and we have had NO CONTACT with a parent/guardian or designated authorized emergency contact (we will try to make contact), then the YMCA is required to:

1. Contact the Department of Social Services (DSS) Child at Risk Hot Line and inform them we have an abandoned child.
2. A YMCA staff member will stay with child until a DSS social worker takes over the situation.
3. The YMCA staff member will attempt to leave a message for the parent or authorized person as to where to locate their child.

## **XII. Late Camper Policy**

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 the group schedule and available personnel. If possible, please notify your child's counselor in writing that your child will arrive late the following day. In a last-minute situation, please call the camp that morning at 281.CAMP (2267). Following these procedures will make it quicker and more efficient to place a late camper with their group.

### XIII. Summer 2009 Special Events/ Theme Weeks (for Day Camp)

<u>SESSION</u>	<u>DATES</u>	<u>HIGHLIGHT/THEME</u>
PRE	Jun 15 – Jun 19	Welcome Week
1	Jun 22 – Jun 26	<b>Super Hero Week</b> Costumes, games, stories and skits
2	Jun 29 – Jul 3	<b>Trip to CANOBIE LAKE PARK</b> Turkish Twist or Teacups – your call!
3	Jul 6 – Jul 10	<b>Pirate Week</b> Arrrgghhh Matey! A full-week of treasures!
4	Jul 13 – Jul 17	<b>Trip to WATER COUNTRY</b> Aqua Fun for all!
5	Jul 20 – Jul 24	<b>Carnival Week &amp; Parent Night</b> Ice slide, moon bounce, dunk tank, games galore, etc
6	Jul 27 – Jul 31	<b>Olympic Week / Watermelon Fest</b> A traditional Spindrift favorite...Let the games begin!
7	Aug 3 – Aug 7	<b>Holiday Week &amp; Sleepover</b> Halloween, St Patrick's Day, Christmas, & more Campfires, cookouts, s'mores n' more!
8	Aug 10 – Aug 14	<b>Decades Week</b> Keen! Groovy! Tubular! Rad! Awesome!
9	Aug 17 – Aug 21	<b>Color Games / Goldfish Swim / S'morefest</b> High energy fun and frivolity!
10	Aug 24 – Aug 28	<b>Wild Wild Wild West Week</b> Howdy Pardner! Mosey on over for a spell, ya-hear?
POST	Aug 31 – Sep 4	<b>Smorgasbord Week</b> We don't ALL go back before Labor Day...do we? Camp days offered as School Calendar allows

#### \*\*\*REMINDERS\*\*\*

- \*\*\* When sleepovers are held on Friday evenings, pick-up is at 9:30am on Saturday. Camp cannot provide transportation on Saturday morning.
- \*\*\* Camper shirts are required for all trips out of camp. Shirts are available for \$8.00 at the camp store.
- \*\*\* For all out-of-camp trips (weeks 2 & 4) permission slips will not be issued. Unless otherwise arranged and confirmed, all children in attendance will be accompanying us on the trips.

- \*\*\* For the CANOBIE LAKE PARK and WATER COUNTRY trips, parents will need to arrange to have their children picked up at O'Maley Middle School in Gloucester at 5:30pm. This will allow us to spend more time in each park, and spare your children excessive time on the bus.
- \*\*\* If we must cancel an overnight event in the case of inclement weather, or the forecast of severe weather – a decision will be made by 2:00pm and regular transportation plan will be followed.

#### **XIV. What to Bring to Camp**

**LUNCH:** Each camper is expected to bring his/her own lunch. Please be sure to pack plenty of nutritious food, as a busy camp day makes for hungry children. Bottled Water is available at the camp store; as are ice cream desserts. Please make sure children's lunches are clearly labeled.

**SOME HELPFUL HINTS:**

- \* Do not use mayonnaise or salad dressings, as we cannot refrigerate lunches.
- \* Place sandwiches in the freezer overnight. They will be thawed in time for lunch.
- \* The following items will not be affected by the weather: hard-boiled eggs, dried fruits, vegetables such as celery and carrots (they're nature's toothbrush) :-)

New for 2009!

Have a brown-bag lunch made & delivered by the fine folks at PANORAMA PIZZA for just \$6 per day. Further details available upon request.

**CLOTHING:** Campers should wear appropriate outdoor attire: including sweatshirt or rain gear if called for. Sneakers should be worn, open-toe-sandals lead to stubbed toes and injuries. Campers should also bring a bathing suit and a towel, as swimming takes place twice a day.

Please keep in mind that your child is spending the day outside, and on many days will get dirty. We advise that all "good clothes" be kept at home, and that your child wear "play clothes" daily to camp.

**LOST AND FOUND:** One of the biggest problems at camp has been lost, unidentified clothing. Please label your child's clothing and towels with a laundry marker. We will try to return all articles, but have difficulty with unmarked items. If you notice something missing, please contact camp immediately. All unclaimed items will be donated to charity promptly after a two-week holding period.

**BUG SPRAY AND SUN SCREEN:** Both of these items are highly recommended, and should be applied as directed. Also, in order to help prevent skin damage from the sun, all children are to wear shirts at all times, except when swimming.

#### **XV. What Not to Bring to Camp**

Please do not send your child to camp with toy guns or knives, trading cards, expensive jewelry, radios, nuclear devices, walk-men, disc-men, MP3 players, cell phones, pagers, gold doubloons, radios, game boys, and other electronic devices. These items distract

from the camp experience and can easily be lost, stolen or broken at camp as there is no secure & dust free place to keep such objects. If you insist upon throwing away your hard-earned money, please feel free to send it directly to me.

### **XVI. Swimming**

Throughout the summer, campers will participate in an “aquatic acclimation” swim lesson program and recreational swimming at our outdoor pool. Certified lifeguards are vigilantly on duty at all times that the pool is open. Please make sure to send your child to camp with a bathing suit and towel. Also, from time to time, groups may participate in activities at our waterfront with our qualified staff (including certified lifeguards).

### **XVII. Transportation Policy**

At Camp Spindrift, we take special care in providing a safe and enjoyable experience for your child. Once your child is on his/her way home on the bus, we need someone to be at the bus stop, waiting to pick him/her up.

For a nominal fee – we provide two-way transportation throughout the greater Cape Ann area. Please contact us for a complete listing of bus routes.

We will not leave a child unless a parent is present at the bus stop, or permission has been given prior to camp, (as noted on the registration form). If a parent is not present and no permission has been given, the child will be returned to the CAPE ANN YMCA upon the completion of the bus run, and a parent will need to pick child(ren) up there.

Bus Transportation is provided by the Gloucester Public School System. Campers are expected to abide by the School Departments expectation and guidelines. Camp Spindrift Staff are present as Bus Monitors at all times. If disruptive behavior causes problems with the operation of the bus, bus privileges may be suspended and transportation will become the responsibility of the parent.

### **XVIII. Group Placement**

We place children in groups by age and gender. We will consider all requests for group placement. We want your child to feel at ease getting accustomed to camp life. We will also introduce “new campers” to a “vet camper” as a one-on-one “buddy guide” for the first day or so.

### **XIX. Camper Adjustment**

If we feel that any child is unable to adjust to camp life, we may withdraw the child from camp, after consultation with the parents. Any fees paid in advance will be returned on a pro-rated basis. Please feel free to consult me directly regarding any problems in your child’s adjustment to our camp program.

### **XX. Discipline Policy**

Discipline is important to the growth of every child. Clear guidelines and expectations are what mold a child into who they will become in society. The YMCA firmly believes that innovative techniques can be created that, when utilized correctly, will help the child learn new and more effective techniques to handle their behaviors and emotions.

Rules are very important for both campers and staff in the camp setting. The safety of each and every camper is our primary concern. Respect of staff, adults and other campers is expected. We see the experiences ahead of us as an opportunity to learn from others around us, and to grow within ourselves.

If and when one of the following situation occurs,

- a camper continually breaks a camp rule.
- a group is unable to function normally because of behavioral problems.
- a camper displays inappropriate behavior that jeopardizes the health and safety of any individual at camp, or the camp as a whole.

The following disciplinary steps will be taken:

- The head counselor and child will discuss the action and the child will be given time to express their story. During this processing, the counselor will reiterate the rules that are associated with the problem. The situation will be documented by the counselor and placed in the child's file.
- On the second offense, the child and counselor will meet with the unit leader to review and reinforce the rules and expectations. The incident will be documented and the parent(s) will be made aware of the situation.
- On the third offense, a more formal meeting will be set up with the child, the counselor, the unit leader and the camp director. The goal of this meeting is to develop a set of goals for the child based on their behavior. These goals will be discussed and decided on by all parties, including the child. The child will be made aware that on the next offense a meeting will be held with their parents and if that meeting does not sufficiently address the problems, then removal from the camp may occur. The incident will be documented and the parent(s) will be made aware of the situation.
- If the behavior continues, on the fourth offense a meeting will be held with the child, camp director and the parent(s). All documented past history of the event 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 upon the next offense the child will be removed from camp.
- On the fifth offense, the child will be removed from the YMCA Camp Program and potentially prohibited from partaking in all YMCA programming.

\*\*\* The Camp Director, maintaining clear communication with child, staff & parent may accelerate or decelerate the level of consequence for inappropriate behavior as the situation specifically warrants.

\*\*\* Corporal punishment, including spanking, is strictly prohibited.

\*\*\* No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.

\*\*\* No camper shall be denied food or shelter as a form of punishment.

Please note: this does NOT apply to "Camp Store/Ice Cream privileges"

\*\*\* No child shall be punished for accidentally soiling, wetting or not using the toilet.

### **XXI. Health Policy**

YMCA Day Camp Spindrift has a physician on call, a Health Care Supervisor on staff and additional 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 cannot be extended to campers whose forms are not on file. Parents should not send sick or infectious children to camp.

Parents whose children need medication during the camp day must provide the medication in the original container with the original prescription label attached AND a note from the parent authorizing camp to dispense medication. Non-prescription medication must be accompanied by a parent's note. All medications should be given immediately to the Camp Nurse and will be locked up throughout the day. Medications will be dispensed by the Camp Nurse, Camp Director or their appointed designee only. Campers may carry Epi-Pens and Asthma Inhalers on their person.

If your child is ill and unable to attend camp, we ask that you notify the camp office between 6:30am and 8:30am.

### **XXII. Emergency Procedures**

Trained staff will handle minor injuries or illnesses. In the event of a minor accident or illness (small scrapes & minor "boo-boos" excluded), 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 Addison Gilbert Hospital on Washington Street in Gloucester. Parents will be notified in all cases.

### **XXIII. Lost/ Missing Campers**

The YMCA trains all staff in lost camper procedures. The staff on duty will not release your child to unauthorized people. In the event that it is determined that a child is missing, all available staff will work to locate the child. All staff are instructed to never leave a child alone.

### **XXIV. Guest Policy**

In fairness to registered campers and because of insurance and State licensing regulations, we cannot accommodate daily guests and/or visitors.

### **XXV. Inclement Weather Policy**

In order to best serve our families, we operate camp rain or shine. We sometimes play in the rain and change into dry clothes; please plan accordingly when packing for your child. We cannot offer a credit and/or refund for days you choose to not attend.

## **XXVI. Parental Visits**

For security reasons, all visits to camp must be scheduled through the Camp Director. If you need to make an unplanned visit to camp, you must first check in at the camp office. The camp office will contact the camp director who will then arrange an escort for you through the camp property. In order to keep you informed about what is happening at camp, we send home weekly newsletters and post frequently to our website.

## **XXVII. Closing**

We hope that this parent packet has answered your questions and addressed any of your concerns about your child's experience at YMCA Camp Spindrift. Please remember that while we are working hard to ensure a great summer for your child, there are also some things that you as parents can do that will emphasize this even more.

- Show an interest in what your child has been doing at camp. Take time at dinner to talk about what was seen or done during the camp day.
- If a particular activity or event at camp sparks your child's interest, don't hesitate to encourage further exploration at home with the family.
- Any award or recognition given at camp is an acknowledgement of individual accomplishment. Make sure to praise them at home for their efforts at camp.

All of the staff in all the YMCA Camp Spindrift Programs will be working hard to make the summer of 2009 a great one. If at any time you have questions or concerns, please don't hesitate to contact me. I welcome any suggestions that can help make your child's camp experience more enjoyable.

Thank you for entrusting me and my staff. We look forward to a long, happy and healthy relationship with your family.

Health & prosperity,

Rick Doucette  
Executive Director of Teen & Camp Services  
Cape Ann YMCA

at YMCA Office      978-283-0470 ext. 102  
at Camp Spindrift    978-281-CAMP (2267)  
on Cell Phone        978-479-1214  
doucetter@northshoreymca.org

**CARING . HONESTY . RESPECT . RESPONSIBILITY**

## FREE SUMMER YOUTH YMCA MEMBERSHIP

When you register your child for YMCA CAMP SPINDRIFT, you'll get, at no extra cost, a Summer Youth YMCA Membership for the months of June, July & August!

### If your child is already a member of our YMCA:

- You can donate the Summer Youth Membership for a child in need through our Annual Y FOR ALL Campaign **OR**
- You can have credit on your child's camp account **OR**
- We can extend your child's existing membership

**Please confirm your choice with Camp Administration staff.**

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*George  
"The Animal"  
Steele  
LOVES  
Camp Spindrift!*