

SAILING PROGRAM

2011 Summer Rec Program

A Collaboration of the

CITY OF GLOUCESTER

and the

CAPE ANN YMCA



PARENT HANDBOOK

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local Board of Health



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YOUTH SAILING PROGRAM OVERVIEW

- This program is designed for the beginning, intermediate, and advanced sailor.
- Over a One -week period, focus will be on the basics of seamanship and sailing.
- Sailors are encouraged to enroll in multiple sessions to better instill learning
- The program is designed to strengthen the following life success skills:
 - Concentration
 - Cooperation
 - Self-esteem
 - Imagination
 - Relaxation
 - Perseverance
 - Sportsmanship
- Fundamentals of proper knot tying, rigging, sailing, landing, navigation and racing will be addressed.
- Emphasis will be placed on safety procedures to maximize enjoyment on the water and to avoid the common mistakes made by novice sailors.
- The overall objective of the program is to teach fundamental sailing skills in supportive atmosphere and to encourage the new sailor to enjoy the sport for years to come.

Sailing Staff: Program Leadership: Jeff Parco

Summer Rec Director: Katy Milne

To contact staff during the program contact the Program Cell Phone- 978-998-9639

Note: You will sail Rhodes 18's and 19's and C420's. Essential supplies, including life jackets will be provided. **Arrive at the dock 15 minutes before sail time.**

MORNING SESSION: Monday through Friday 8:00 am – 11:30 am

AFTERNOON SESSION: Monday through Friday 12:30 pm – 4:00 pm

WEEKEND SAILING OPTIONS – PLEASE INQUIRE

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I. Welcome

Welcome to SAILING PROGRAM, a part of the 2011 Summer Rec Programs! We're excited for the program this year and anxious to provide a wonderful and enriching experience for your child. This registration packet contains important information about the YMCA, our program, rules, regulations, 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 Sailing Program 2011

The purpose of the Sailing Program is to provide children with a positive, safe, fun, and educational experience on beautiful Gloucester Harbor. We will strive to make it a great summer for your child. Our Program Leadership and Sr. Instructors are all trained and certified through the United States Sailing Association. With 100% of the staff returning from last summer, our aim is to 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.

III. Registration

Registration will be accepted on a first come first served basis at the front desk, or may be mailed in to the Cape Ann YMCA.

Please cooperate to help us all meet and exceed State Regulations and understand we are striving for the best program possible for you and your family.

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 first day of camp.

IV. Refunds/Credits

If your child is going to be absent on a given day – please contact us at our on-site program phone at **978-998-9639** . We cannot refund or provide credit for individual days missed.

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

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.

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

V. Pick-up Policy

To ensure your child's safety, we require written notification if you'd care for your child to walk home from the program or 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 positive I. D.**

VI. Drop-off/Pick -up

Please have your child at the program for "check in" 15 minutes prior to the start of the session. (7:45am / 12:15pm)

All campers are to be picked up from the program at the close of the session (11:30am / 4:00pm)

VII. Late-Pick-Up Policy

Parents and/or authorized persons must contact the program if, for any reason, they will not be able to arrive before the close of the day. 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 (11:45am and 12Noon)	or	(4:15pm and 4:30pm)	\$ 5.00
Pick-up between (12Noon and 12:15pm)	or	(4:30pm and 4:45pm)	\$15.00

If the child is not picked up by (12:15pm) or (4:45pm) an additional \$2/minute fee will be assessed.

If a child has not been picked up after ONE HOUR of the close of a session, 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 messages at all known numbers for the parent or authorized person as to where to locate their child.

VIII. Late Camper Policy

If a child does not show up for camp and we have not been notified, we will attempt to initiate contact with Parent to confirm the child's absence before we set sail. Once our vessels set sail from the dock - we cannot accommodate late campers.

IX. What To Bring:

Proper sailing attire should be worn: Sweatshirt or windbreaker, Swimsuit, sunscreen, water shoes or sneakers, snack, hat and water bottle. Life jackets are provided.

PERSONAL PROPERTY: Label all personal belongings.

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.

X. 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 Instructor and child will discuss the action and the child will be given time to express their story. During this processing, the Instructor will reiterate the rules that are associated with the problem.
- On the second offense, the child and Instructor will meet with the Program Leadership to review and reinforce the rules and expectations. The incident will be documented and the parent(s) may be made aware of the situation.
- On the third offense, a more formal meeting will be set up with the child, the Instructor, and the Program Leadership. The goal of this meeting is to develop a set of goals for the child based on 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, Program Leadership, YMCA 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 Program Leadership, 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.

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

XI. Health Policy

Our program has a physician on call, as well as 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.

A complete copy of our health Care Policy is available upon request.

We are a non-medication program and do not provide for storing or dispensing medication. If you have a child in need of medication during the camp day, please contact Program Leadership. Campers may carry Epi-Pens and Asthma Inhalers on their person.

XII. 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 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.

XIII. Lost/ Missing Campers

Staff are trained 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.

XIV. Guest Policy

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

XV. Inclement Weather Policy

We only cancel sailing for Thunder Storms or Small Craft Advisory. Foul weather gear should be worn in rain. During inclement weather we still run camp. We will walk the campers to the Cape Ann YMCA on 71 Middle Street. A full program will run there. Pick up will be at the YMCA building.

XVI. Parental Visits

We welcome the opportunity to discuss the program and your child's progress upon drop-off and pick-up of your child daily.

XVII. Closing

We hope that this parent packet has answered your questions and addressed any of your concerns about your child's experience at our Sailing Program. 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 2011 Summer Rec Programs will be working hard to make this summer a great one. If at any time you have questions or concerns, please don't hesitate to contact your camp director. We will welcome any suggestions that can help make your child's camp experience more enjoyable.

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

Sincerely,

Katy Milne
Summer Program Director
Cape Ann YMCA

Cape Ann YMCA 978-283-0470 ext. 1714
milnek@northshoreymca.org

Program Cell Phone-978-998-9639

CARING . HONESTY . RESPECT . RESPONSIBILITY