GREATER BEVERLY YMCA SUMMER CAMPS
2016 PARENT HANDBOOK

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DON’T FORGET TO BRING IN YOUR
ENROLLMENT PACKET & MEDICAL FORMS
BEFORE THE START OF CAMP!
We are so glad that your child will be joining us this summer! This handbook is to provide you with everything you need to know about camp including 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!

Lorigan Sudak
Director of Youth Development

ABOUT THE GREATER BEVERLY YMCA SUMMER CAMPS

Goals:
The goal of the Greater Beverly YMCA Summer Camps is to help mold young people as they grow. Our camps provide children with a positive, safe, fun, and creative summer experience. In every camp that we offer 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. All Greater Beverly YMCA Camp following the regulations and compliances of the Massachusetts Department of Public Health (430.190 (c))

All of our camps will incorporate the YMCA of the USA 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.

In 2014, the YMCA of North Shore’s Strategic Plan will identify the need to help improve the Summer Learning Gap. Each year over the summer months children lose on average of two months of school learning. This summer our curriculum and activities may look slightly different than previous summers, but it is our goal to incorporate learning into camp....and make it fun!

Our lead staff have years of camping experience are all over the age of 21 years old (430.102(B)). In addition to our camp directors we also have lead assistant directors or coordinators available to run camp or communicate with you as the parent (see below for listing by camp)

Lead Staff:
Janelle Brink; Adventure Camps Director
- Started with the YMCA in 2013
- BS in Recreational and Leisure Studies from Gordon College
- Experience: LaVida Adventure Camp counselor, Wilderness Trip Leader, and Assistant Director at Gordon College, Greater Beverly YMCA Adventure Coordinator, Adventure Course Operator, Wilderness First Responder Certified
- Favorite Ice Cream: Purple Cow

Michael Collins; Teen Camp Director
- Started with the YMCA in 2014
- BS in Selected Studies within Education from Syracuse University
- Experience: After School Site Coordinator, Youth Development Coordinator
- Favorite Ice Cream: Mint Oreo
Allison Cousins; Camp STAR Director
- Started with the YMCA in 2015
- BS in Interdisciplinary Studies (English Literature, Elementary Education and Psychology) from Fitchburg State University; M.Ed. School Counseling from Assumption College
- Experience: guidance counselor at various middle schools, specifically with children with special needs, Camp STAR Director
- Favorite Ice Cream: Chocolate

Carissa Gerber; Creative Art Director
- Started with the YMCA in 2011
- BA in Theatre & Fine Arts from Gordon College
- Experience: Theater Camp Director
- Favorite Ice Cream: Moose Tracks

Jeanee Gonet; Associate Gymnastics Director
- Started with the YMCA in: 2008
- Experience: Ipswich YMCA camp counselor/preschool teacher/Afterschool staff, Greater Beverly YMCA Wildcats Gymnastics Coach, Greater Beverly YMCA gymnastics staff
- Favorite Ice Cream: Peanut Butter Chocolate Chip

Geri LeClaire; Camp Chipmunk Director
- Started with the YMCA in: 2004
- BS in Religion from Emmanuel College
- Experience: Afterschool Site Coordinator, Greater Beverly YMCA Explorers Camp Coordinator, Greater Beverly YMCA Arts & Humanities Camp Coordinator
- Favorite Ice Cream: Chocolate Chip

Casey Shirkoff; Hamilton Wenham Camps Director
- Started with the YMCA in: 2008
- BA in Sports Management, Endicott College
- Experience: Sports Department Intern, Afterschool Site Coordinator, Greater Beverly YMCA Childcare Billing Specialist, Associate School Age Director
- Favorite Ice Cream: Cookies & Cream

Alyssa Smith; Sterling Woods Camp Director
- Started with the YMCA in: 2006
- Sport Movement Science & Health Education from Salem State University
- Experience: camp counselor, Salem YMCA Explorers Camp Assistant Director, Afterschool staff, Afterschool site coordinator, Camp STAR Director, Associate School Age Director, therapeutic mentor in sp. Ed. classrooms
- Favorite Ice Cream: Heath Bar

Casey Sudak; Sports & Adventure Director
- Started with the YMCA in: 1997
- BA in Business, St. Anselm College
- Experience: Sterling Woods camp counselor, Camp S.T.A.R. camp counselor, Afterschool site coordinator, Greater Beverly YMCA Associate Youth & Family Director, Sterling Woods Camp Director, Greater Beverly YMCA School Age Director, Greater Beverly YMCA Sports Director, certified Basketball referee
- Favorite Ice Cream: Oreo Cookie
Lorigan Sudak; Director of Youth Development

- Started with the YMCA in: 2004
- BFA in Art Education, UMass Dartmouth; M.Ed. in Special Education, Salem State University
- Experience: Sterling Woods specialist, Sterling Woods Camp Director, Afterschool staff, Afterschool site coordinator, Greater Beverly YMCA Youth & Family Director, Greater Beverly YMCA Youth, Family & Camp Director
- Favorite Ice Cream: Coffee Oreo Cookie

**Designated Substitute Directors/Assistant Lead Staff**

- Amanda Carey; Behavior Specialist
- Melissa Ehlers; CIT Coordinator
- Courtney Hannable; Camp Registrar
- Kelci Smith; Sterling Woods Assistant Director
- Eva Van Ness; Gymnastics Camps

**Camp Counselors:**
At the Greater Beverly YMCA we interview every staff and hire those that we feel are up to the challenge.

**Background Checks (430.090(A-B))** – All YMCA of the North Shore Employees and Volunteers (Camp and Non-Camp) are required to complete a background check consisting of a CORI and SORI. Each staff person and volunteer fills out a CORI and SORI form upon interview to be submitted to state and federal agencies. Each staff person and volunteer shall have a background free of conduct that bears adversely upon his or her ability to provide safety and well-being of the campers. No staff or volunteer are offered a position with the YMCA of the North Shore unless background check are free of conduct that bears adversely upon his or her ability to provide safety and well-being of the campers. The Greater Beverly YMCA can inform parents of the right to review background check, health care, discipline policies and grievance procedures upon request. (430.190 (D))

**Hiring Procedures (430.090(C-F))** – All YMCA of the North Shore Employees and volunteers (camp and non-camp) are required, for each camping season, to submit a prior work history (including name, address and phone number to contact), three positive references. (returning staff may use references on record from previous years), All documentation is received, reviewed and determinations are made in regards to hiring, and all information and staff files are kept for at least seven years.

**Training/Orientation (430.091)** – All Greater Beverly YMCA Camp Counselors are expected to attend the YMCA of the North Shore Association Camp Training, Greater Beverly YMCA Camp Training, CPR Training, First Aid Training, and Child Abuse & Neglect Prevention Training.

**Child Abuse and Neglect Prevention Training (430.093)** – This training focuses on recognizing the signs of abuse and/or neglect, as well as the process of reporting such. Any employee of the YMCA of the North Shore is a mandated reporter and obligated to let their director supervisor know of any signs of abuse and/or neglect. The director supervisor is then obligated to inform the Executive Director of their YMCA branch of the case, who then informs our Director of Child Care Resources, who contacts the Department of Children and Families.

**Required Counselor Ratios (430.101(A-C))** – All Day Camps hold a 1:10 ratio for campers over the age of six, and a 1:5 ratio for camper ages six and under (.101 (A)). All Travel Camps hold a 1:10 ratio for camps, with two at least counselors at all times (.101 (B)). All Special Needs Camps hold a 1:4 (or less) ratio (.101 (C)) camps will hold the Department of Public Health ratio of 1:10. All preschool aged camps will hold the Department of Public
Health ratio of 1:5. All camps for children with special needs will hold the Department of Public Health ratio of 1:4 or 1:2 (depending on the camp and the child’s individual needs).

Tobacco use is restricted on an YMCA of the North Shore property, including parking lots and outdoor camp areas (430.165).

REGISTRATION, PAYMENTS & PAPERWORK

Registration:
We try to make registration as simple for our members as possible. You can register online at www.northshoreymca.org or complete a registration form in our 2016 Camp Guide to be completed at the front desk. Registration is on a week-to-week basis, and must be received at the YMCA front desk or online the Thursday before each new weekly session. This is so we can assure that all charges are correctly made for the next week, as well as ratios/staffing is correct. All enrollment forms, payments and medical forms are mandatory at drop off that day or your child cannot attend (430.211 (c)).

Late Registration (.211 (C):
We welcome everyone! If your child is not registered, check with our Camp Registrar or your specific Camp Director/Administrator to see if there is room for your child in the current camp week. All enrollment forms, payments in full and medical forms are mandatory at drop off that day or your child cannot attend (430.211 (c)). Registration for camp closes each Friday at noon in order to assure accurate staffing ratios and paperwork.

Paperwork:
To ensure the proper placement of your child, please make sure that all registration information is filled out completely. The full Enrollment Packet is accessible to be downloaded online or you can also get a hard copy Enrollment Packet at the front desk. All required information must be completed and received no later than 10 business days before your camper is scheduled to attend camp. Per the Massachusetts Board of Health, a signed medical form must also be on file before the first day of camp. All medical forms will be due the week prior to the start of you specific camp session. Any child without a medical form will not be admitted to camp on the first day.

Financial Assistance:
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 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, a $25.00 deposit per week is still required. If you receive Financial Assistance after your registration has been processed your $25.00 deposit per week will be fixed accordingly and the difference will be applied to your camp weeks as an additional payment. If Financial Assistance is granted after your child has begun attending camp, any weeks of camp attended prior to the acceptance (included the current week of acceptance) will not be adjusted; future weeks will adjusted accordingly. Funds for financial assistance are available through generous contributors to our Y For All campaign.

Payments:
You can pay for camp in full at time of registration or pay the $25.00 non-refundable deposit per week to hold your child’s spot in their desired camp. The session balance must be paid in full no later than 7 days prior to the first day of the session your child will be attending. As a reminder, families have the option to pay through EPay,
which automatically drafts your weekly balance due, directly from your credit/debit card. This payment is drafted **7 days prior to the start of the camp week in question**. The EPay form is enclosed in your Enrollment Packet. If you currently have an EPay form on file for a program draft, child care fee draft or membership draft, this information will not carry over to camp and a new EPay form is needed so we can make sure charges are made correctly.

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

**Registration Cancellations:**
- Cancellations must be made 7 days prior to the start of the camp week in question
- All $25.00 deposits are non-refundable.
- Deposits are forfeited unless it is requested that the $25.00 deposit be applied as a payment to a future week of camp.
- Deposits will be applied as a YMCA credit if a signed doctor’s note is given.

**Enrollment Changes:**
Each child will be allowed to change their camp enrollment. This change must be made 7 days prior the camp week in question. Changes will not be processed after Fridays at noon unless authorized by the Camp Director (this is to ensure staff ratios are being upheld). After the first enrollment change or changes processed after Fridays at noon has been made, each change will require a fee of $15.00 per child, per change, to be applied.

Camp Change Forms are located the Front Desk or send an email directly to our Camp Registrar or Director of Youth Development.

Please remember that 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.

**Drop Off & Pick Up Procedures:**
Each of our camps have specific locations. These locations are located in the back of this Handbook and these are also were drop off and pick up from camp is located.

Safety is a priority at the YMCA. Each child must be signed in and out by an adult. 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) 190 (B)**. 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 430.190 (B)

We understand for time it is easier for some families to use the back door in the Sterling YMCA. This door will only be unlocked 7:00am-9:30am and 3:30pm-4:30pm. This is to ensure the safety of our campers, staff and other YMCA memberships and guests. If you are dropping off or picking up outside these times entrance to the Sterling YMCA must be made through the main entrance at the front of the building.
Absences (.211 (A) (B)):
If your child can’t make it camp, please call the designated number by 11:00am to let your Camp Director know. If a phone call is not received and your child does not attend camp, a phone call will be made to inquire on their absence (430.211 (A)). Refunds and credits are not issued for absences unless a signed note from a doctor is received.

Late Drop Offs:
Late campers must sign in with the camp director if running late. Tardy campers may have an extended waiting period before they can be placed with their camp group, depending on their daily schedule. If you know your child will arrive late, please let your child’s Camp Director 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 you child’s camp may be going on a field trip.

Late Pick Ups:
Each camp day ends at 4:00pm, with extended hours available until 6:00pm at an additional cost. If you are not able to pick up at your designated time, please contact the camp office to notify the staff. If you pick up your child after your registered time you will be charged a late pick-up fee. It is not the YMCA’s intention to make money from these fees; however 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 each minute

Our camp staff will begin to contact parent/authorized emergency pick up 10 minutes after the closing of the program. If staff can not contact any individuals on the authorized release and the parent has not contacted the program to notify 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.

Early Pick Ups:
If for some reason you need to pick up your child early from camp, a written note dropped off in the morning is necessary. This note must state what time you will need to get your child. The staff will make sure that your child is waiting for you. Depending on your child’s camp, they may be off site on field trips and may not allow for tardy drop-off or early pick-ups.

Adding/Withdrawing Weeks:
Adding or withdrawing camp weeks is allowed; please read our Camp Cancellations and Camp Changes sections of this Handbook. Please remember that registration for camp closes each Friday at noon in order to assure accurate staffing ratios and paperwork.

Adding Extended Hours:
Many of our camps offer before and after extended care. Before Extended care is offered from 7:00 AM to 9:00 AM and After Extended care is offered from 4:00 PM to 6:00 PM. Registration for Extended Camp is required in advance. In order to provide proper supervision, only those registered may use this service. Please check with in the camp specific section for your child’s pick up and drop off camp specific locations.

If your child attends any of our Extended Camp options without being signed up prior your account will be charged or billed appropriately. Those fees are due no later than the next day of their attendance.
WHAT TO BRING

Please pack an extra set of clothing along with a sweatshirt, rain gear, water and flip flops for the pool. On days that it is raining we will continue to have camps 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. Campers attending Gymnastics Camp should wear active wear. Leotards are not required.

What SHOULD I Pack for Camp:
- Sneakers
- Tee shirts
- Shorts
- Sweat Pants/Sweat Shirt
- Appropriate weather gear
- One piece/covering mid-drift bathing suit
- Towel
- Sunscreen
- Lunch and snacks
- Water bottle
- Labeled Backpack (for belongings)
- Bug Spray
- Sandals/Water Shoes (for pool decks)
- Extra Clothing (weather appropriate)

What SHOULD I NOT Pack for Camp:
- Bikini/uncovered mid-drift bathing suit
- iPods
- Cell Phones
- Video Games
- Radios/CD Players
- Cameras
- Pokemon Cards
- Action Figures
- Makeup Products
- Stuffed animals/lovey blankets (preschoolers)
- Glass food and/or drink containers

Important Notes:
- Label your camper’s clothing and belongings with their full name. A Lost and Found will be kept per camp area. Having your child’s clothing labeled will ensure that it is returned efficiently and correctly. The YMCA is not responsible for any missing items.
- Sign off on authorizing staff to apply bug spray and sunscreen on your child within the Enrollment Packet. By Massachusetts Board of Health regulations we are not authorized to apply these products onto your child and they are not allowed to share this with other campers, without written parental consent.
- Phones and cameras should not be brought with any camper. We want all campers to experience all the activities planned for them with “no connection” to social media. Also, we cannot have campers taking photos of themselves or other campers at any time while at camp for camper safety.
- All of Greater Beverly YMCA Summer Camps are NUT SENSITIVE! We have many campers with life threatening allergies to many nut products and want to keep all our campers safe in our care.
- Proper methods for storing meals from home should be followed (cold packs in lunches) (430.335)
CAMP ACTIVITIES

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.

Activity Schedules:
Each camp’s activity schedule is available to parents/guardians upon request or posted to view at your child’s camp location or upon request. Feel free to ask camp staff specific questions if you have them in regards to your child’s daily schedule. All cabins, structures and facilities have smoke detectors provided (430.216).

All campers and staff have adequate and centralized drinking water available and do not share common cups (430.300/.304)

Swimming:
Campers will enjoy swimming throughout the summer. The indoor or outdoor pool located at the Sterling YMCA properties will be filled with campers each day. Most of our camps offer swim at least two times through the week. Certified lifeguards will be 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.

In accordance with Massachusetts General Law (105 CMR 132.000), or Christian’s Law, the Greater Beverly YMCA will require the following for all camps and those camps visiting a water front facility.

For summer camp, all campers must be swim tested upon their first time entering the pool (430.204 (c)). The results of the swim test must be recorded marking the camper as either a Swimmer or a Non-Swimmer (432.100 E) (432.100 (B)).

- RED wrist bands = swimmer who have not passed the swim test and wrist band will be marked with the proper size for a PFD
- BLUE wrist bands = swimmer, regardless of classification, who has a PFD provided by a parent and/or legal guardian
- GREEN wrist bands = designated for all other swimmers

Campers may opt out of taking the swim test and will then be marked as Non-Swimmers. Campers marked as Non-Swimmers must wear a properly fitted USCG approved PFD at all times and stay in the shallow end of the pool (432.100 (c)). Exceptions to wearing a PFD will only be made for Campers over the age of 12 who meet the height requirement and can stand in the shallow end of the pool with their armpits above water. Such campers must remain in water shallow enough to keep their armpits above water at all times.

When the air temperature outside is recorded at 65 degrees or less, outdoor swim times will automatically be moved inside, per the Greater Beverly YMCA Aquatics Policies.

Our Aquatics Director is a trained lifeguard, pool operator, first aid certified, CPR certified, swim lesson certified and Infant Swim Rescue certified. Our lifeguards are all certified lifeguards, first aid certified and CPR certified (430.103) One staff per camper group is required to swim in the pool while other staff sit or stand on the pool deck watching the campers, with a ratio of 1:10 while in the pool area (430.103). All swim times hold the Department of Public Health required lifeguard ratio of 1:25 (430.103).
Swimming Gear:
Please pack a bathing suit (one piece bathing suits or bathing suits that cover the mid-drift for females) and towel every day. No bikinis or bathing suits that show the mid-drift are allowed. If your child is told they need a Coast Guard Certified Personal Floatation Device, you can provide one, but it must be Coast Guard Certified (i.e. Puddle Jumper). No bikinis or bathing suits that show the mid-drift are allowed.

Those campers attending Ocean Adventure will be equipped with a US Coast Guard approved flotation device and worn by all campers and staff participating in possible watercraft activities (430.204(G)).

Field Trips (430.250, 253, 251(C&F), 251(H)):
Each YMCA camp will provide parents/guardians with a written transportation plan for their field trip (430.212(A)). This written transportation plan will be made available up to, but not limited to, three days. YMCA staff will escort campers to the proper YMCA of the North Shore vehicles, sitting two campers per seat (three if needed). A head count will be performed by the lead staff of that vehicle, as well as a name roll call to ensure all campers are present. Only YMCA of the North Shore 7D licensed staff are allowed to operate the proper vehicles used (430.252). When transported to the destination another head count and name roll call will be made. This process is will be completed while leaving the field trip destination once again. Staff will bring camper files and first aid supplies with them in case of emergency care needed. Each trip destination will have a designated source of emergency care for both campers and staff (430.211(B)). Transportation is provided by Beverly Public Transportation and through YMCA of the North Shore licensed vehicles. All vehicles are RMV compliant (430.250). Seatbelts must be worn and special needs of campers are communicated to each driver (430.251(c) & (F)). Campers under the age of seven cannot be transported longer and one hour to or from camp (430.251(H)).

Archery (430.202):
Only staff with Archery experience will work with your campers if Archery is scheduled during their Adventure time. The YMCA of the North Shore employs this instructor and follows regular staffing procedures. All equipment, owned by the YMCA of the North Shore is stored in a locked in the Adventure Closet in the Douglas Stephens Teen Center. Our Archery Range is away from other program areas and clearly marked with orange fencing (25 yards out around the range) as a danger area. No personal bows, weapons or rifles are allowed.

Inclement Weather / Disaster Plan (430.210(B))

Rain:
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 try and stay outside as long as possible, however, for all camps held in an outdoor space, when dangerous inclement weather arrives (i.e: hard rain, rain for an extended amount of time, thunder and/or lightning), campers will be moved inside. Camp leadership staff has been busy this off-season developing efficient rain day schedules. With thunder and lightning all campers will be brought inside and not be allowed to go back outside until 30 minutes after the thunder and lightning has stopped.

If it is needed for campers to move inside our Emergency Plans will be followed:

Sterling Woods / Teen Camp / Camp STAR Sr. – an air horn will sound for two long bursts; all campers will follow staff in a single file line to the designated indoor activity area.
Adventure Camps / Ocean Adventure Camp / North Shore Survival Camp / Sports Mania Camp /
Flag Football Camp / Camp STAR Teen - an air horn will sound for two long bursts; all campers will follow staff in a single file line to the designated indoor activity area.
*Ocean Adventure field trips will designate a “safety spot” upon arrive of destination

Preschool Gymnastics Camp / Preschool Dance Camp / Gymnastics Camp / Trampoline & Tumbling Camp / Cheerleading Camp / Youth Dance Camp - an air horn will sound for two long bursts; all campers will follow staff in a single file line to the designated indoor activity area.

Camp Chipmunk / Camp STAR Jr. - an air horn will sound for two long bursts; all campers will follow staff in a single file line to the designated indoor activity area.

Heat:
Depending on the temperature outside, our camps may add extra swim time or water activities to their schedules. On the occasion that the temperature is severely hot or scheduled for an extended amount of days, indoor activities can be scheduled.

**ILLNESS & MEDICATIONS**

Illness (430.153(B)(2)):
If your child is feeling ill the morning of camp, we ask that they are kept home until the symptoms clear for 24 hours. The Greater Beverly YMCA Day Camps have a physician on call, in addition to key staff 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 deems 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 no later than 11:00am. If your child is unable to attend camp, a refund will not be granted unless a physician’s note in signed.

A child will be excluded from coming to the Camp, when a child is too ill to participate in their usual activities, has a fever off 100 degrees or higher, diarrhea, or signs and symptoms on infectious diseases including, but not limited to the following:
1. skin rash
2. persistent cough
5. conjunctivitis
6. pinworms
7. repeated vomiting
8. hepatitis
9. measles, mumps, chicken pox, rubella

Based on your child’s illness or what they are treated for a doctor’s note may be requested stating they are allowed to attend recreational and/or camp activities (based on severity or contagiousness of diagnosis).

The Greater Beverly YMCA Health Care Consultant is Dr. William Medwid. Our Health Care Policy has been agreed upon by Dr. Medwid and is available upon request. (430.159(A-C)).
Head Lice:
We ask that children who are diagnosed with Head Lice are picked up from camp and not attend camp until treated. Our campers are working and playing together every day.

First Aid:
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 by phone or a report home. 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.

Medication (430.159(B)(2)):
Parents whose children need medication during the camp day are regulated by the Massachusetts Department of Public Health to provide the medication in the original prescription container with the original prescription label attached (430.160 (A)). A Medication Consent Form must be completed prior to any medications being dispensed; this form is included in you Enrollment Packet. Please pre-cut any pills if needed. Non-prescription medication must be accompanied by a physician’s note. All medications should be given immediately to the Camp Director and will be stored in a secured cabinet affixed to the infirmary wall or if necessary in the refrigerator at a temperature of 38 to 42 degrees F (430.160 (B)). Medications not given to the Camp Director or following the above rules in any way will not be distributed and your child will not be allowed to attend camp. Medications will be dispensed by authorized YMCA personnel only.

A full Camp Health Care Policy is available upon request (430.090(A)).
Meningococcal Disease and Camp Attendees: Commonly Asked Questions
August 2011

What is meningococcal disease?
Meningococcal disease is caused by infection with bacteria called Neisseria meningitidis. These bacteria can infect the tissue (the "meninges") that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. In the US, about 1,000-3,000 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 11-19% may lose limbs, become deaf, have problems with their nervous system, become mentally retarded, or have seizures or strokes.

How is meningococcal disease spread?
These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person’s saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

Who is at most risk for getting meningococcal disease?
People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or terminal complement component deficiency (an inherited immune disorder) are at risk. People who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease.

Are camp attendees at increased risk for meningococcal disease?
Children attending day or residential camps are not considered to be at an increased risk for meningococcal disease because of their participation.

Is there a vaccine against meningococcal disease?
There are currently 2 types of vaccines available in the US that protect against 4 of the most common of the 13 serogroups (subgroups) of N. meningitidis that cause serious disease. Meningococcal polysaccharide vaccine is approved for use in those 2 years of age and older. There are 2 licensed meningococcal conjugate vaccines. Menactra® is approved for use in those 9 months – 55 years of age. Menveo® is proved for use in those 2 to 55 years of age. Meningococcal vaccines are thought to provide protection for approximately 5 years.

Should my child receive meningococcal vaccine?
Meningococcal vaccine is not recommended for attendance at camps. However, this vaccine is recommended for certain age groups; contact your child’s health care provider. In addition, parents of children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child’s healthcare provider.

How can I protect my child from getting meningococcal disease?
The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don’t have a tissue, cough or sneeze into their upper sleeve.
3. not share food, drinks or eating utensils with other people, especially if they are ill.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or toll-free at (888) 658-2850 or on the MDPH website at www.mass.gov/dph.

Provided by the Massachusetts Department of Public Health in accordance with M.G.L. c.111, s.219.
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 unauthorized people. Staff are trained that throughout the day they are to do frequent head counts, name roll calls, buddy checks, and monitor attendance to ensure each child is safe.

Fire / Evacuation Drills (430.210(A)):
Each camp will perform a fire/evacuation drill within 24 hours of the start of the camp week to ensure all YMCA staff and children are knowledgeable of the fire/evacuation plan. Camp specific plans are available upon request and maps are posted within Sterling YMCA, Cabot YMCA or Douglas Stephens Teen Center.

Sterling Woods / Teen Camp / Camp STAR Sr. – an air horn will sound for two long bursts; all campers will follow staff in a single file line to the Douglas Stephens Teen Center where both a roster call and head count will be made

Adventure Camps / Ocean Adventure Camp / North Shore Survival Camp / Sports Mania Camp / Flag Football Camp / Camp STAR Teen – an air horn will sound for two long bursts; all campers will follow staff in a single file line to the Sterling Y where both a roster call and head count will be made

“Ocean Adventure field trips will designate a “safety spot” upon arrive of destination

Preschool Gymnastics Camp / Preschool Dance Camp / Gymnastics Camp / Trampoline & Tumbling Camp / Cheerleading Camp / Youth Dance Camp – an air horn will sound for two long bursts; all campers will follow staff in a single file line to the Douglas Stephens Teen Center where both a roster call and head count will be made

Camp Chipmunk / Camp STAR Jr. – an air horn will sound for two long bursts; all campers will follow staff in a single file line to the Douglas Stephens Teen Center where both a roster call and head count will be made

Lost Camper/Swimmer (430.210(C&D)):
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 Camp Director. An air horn will sound with for five long blasts, indicating that a camper is missing. Upon which time, all groups will meet at their designated location and attendance will be taken for all groups. Staff will report to their assigned location and search until the camper is found. 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 at 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. Lost and/or missing camper drills will be conducted often throughout the summer.

Sterling Woods / Teen Camp / Camp STAR Sr. – an air horn will sound for five long bursts; all campers will follow staff in a single file line to the Douglas Stephens Teen Center where both a roster call and head count will be made

Adventure Camps / Ocean Adventure Camp / North Shore Survival Camp / Sports Mania Camp / Flag Football Camp / Camp STAR Teen – an air horn will sound for five long bursts; all campers will follow staff in a single file line to the Sterling Y where both a roster call and head count will be made

“Ocean Adventure field trips will designate a “safety spot” upon arrive of destination

14
Preschool Gymnastics Camp / Preschool Dance Camp / Gymnastics Camp / Trampoline & Tumbling Camp / Cheerleading Camp / Youth Dance Camp - an air horn will sound for five long bursts; all campers will follow staff in a single file line to the Douglas Stephens Teen Center where both a roster call and head count will be made.

Camp Chipmunk / Camp STAR Jr. - an air horn will sound for five long bursts; all campers will follow staff in a single file line to the Douglas Stephens Teen Center where both a roster call and head count will be made.

Off Site Transportation Needed (430.210(B)):
In the event it is determined that campers must relocate to an offsite location, YMCA staff will escort campers to the proper YMCA of the North Shore vehicles, sitting two campers per seat (three if needed). A head count will be performed by the lead staff of that vehicle, as well as a name roll call to ensure all campers are present. Only YMCA of the North Shore 7D licensed staff are allowed to operate the proper vehicles used. When transported to the emergency location another head count and name roll call will be made.

Traffic Control (430.210(D)):
In the event it is determined that emergency pick up is needed, parents/guardians will be notified through email and/or phone directly. Pick up locations will remain the same as their child’s specific camp pick up location. If this changes in any way, the parent/guardian will be notified of such through email and/or phone.

In all situations, the Camp Director will notify authorities after a designated time. A parent/guardian will be called to inform them of situation. All camp leadership have telephones readily available and a two-way radio communication system in case of emergencies (430.209-213).

Greater Beverly YMCA Summer Camp Child Guidance Plan (430.191(A-C))
The YMCA Summer Camp Child Guidance Plan 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. YMCA staff will intervene as quickly as possible when there is potential for major disruptions. 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 may 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.

**Strategies to be implemented by YMCA staff (depending on situation):**

- **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 as well as a list of consequences for continuance of their behavior.

- **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 regain 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.

- **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.

- **Camp Directors will immediately contact the parents/guardians when these situations arise:**
  - Physical fighting with another child
  - Habitual use of swearing/foul language
  - Hitting and/or kicking a staff member/another child/visitor
  - Inappropriate physical touching of staff member/another child/visitor
  - Leaving the camp ground/area
  - Repeated infringements of camp policies

- **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.

- **Should future incidents occur, the YMCA Camp Director/other designated YMCA staff may recommend that the camper not return to camp, and give the family a week notice.** If the camper’s behavior is severe and endangers 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.

**Prohibitions to Guidance Plan (430.191(B))**

- Corporal punishment, including spanking is 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 soiling, wetting or not using the toilet
**CAMP SPECIFIC INFORMATION**

The grid below will have all specific information for each camp. If you need additional information, please contact your camp director.

All campers should come to camp with sneakers, a lunch, bug spray, sunscreen, snacks, plenty to drink, a one piece bathing suit, and a towel. Please label all belongings.

<table>
<thead>
<tr>
<th>Pick Up/ Drop Off Location</th>
<th>Camp Names</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Douglas Stephens Teen Center 254 Essex Street Beverly | Adventure Camp / Ocean Adventure Camp / North Shore Survival Camp / Sports Mania Camp / Flag Football Camp | Sports & Adventure Camps – Casey Sudak; sudakc@northshoreymca.org  
Adventure Camps – Janelle Brink; brinkj@northshoreymca.org |
| Hamilton Wenham Community House 284 Bay Road Hamilton | Mini Masterpiece Studio / Art from Around the World / Star Wars / Technology / Hogwarts / Lego / Theatre Camps | Hamilton Wenham Camps – Casey Shirkoff; shirkoffc@northshoreymca.org  
Theatre Camps – Carissa Gerber; gerberc@northshoreymca.org |
| Sterling YMCA 254 Essex Street Beverly (behind Sterling YMCA building) | Camp Chipmunk / Camp STAR Junior / Camp STAR Senior / C.I.T / Sterling Woods / Teen Camp / Camp STAR Teen | Camp Chipmunk – Geri LeClaire; leclaireg@northshoremca.org  
Camp STAR Junior, Senior & Teen – Allison Cousins; cousinsa@northshoreymca.org  
CIT Camp – Melissa Ehlers; ehlersm@northshoreymca.org  
Teen Camp – Michael Collins; collinsm@northshoreymca.org  
Sterling Woods – Alyssa Smith; smitha@northshoreymca.org |
| Sterling YMCA Gymnastics Center & Dance Studio 254 Essex Street Beverly | Cheerleading / Gymnastics Camp / Preschool Dance / Preschool Gymnastics / Trampoline & Tumbling / Youth Dance | Gymnastics Camps – Jeanee Gonet; gonetj@northshoreymca.org  
Dance Camps – Carissa Gerber; gerberc@northshoreymca.org |