



Parent Handbook

creating courage, confidence, and character

Camp KV
Camp KV Road
Readfield, Maine 04355
207 685 4644

Kennebec Valley YMCA
31 Union Street
Augusta, Maine 04330
207 622 9622

Kennebec Valley YMCA
40 Granite Hill Road
Manchester, Maine 04351
207 622 9622

Camp KV Mission Statement

The purpose of Camp KV is to help kids grow spiritually, mentally, and physically. By providing challenging activities in both small and large group settings, Camp KV gives children an experience that can last a lifetime. The Camp KV experience is grounded in a set of seven objectives that characterize all Y programs, and help people: grow personally, learn values, improve personal and family relationships, appreciate diversity, become better leaders and supporters, develop specific skills and assets, and have fun.

Character Development

Camp KV promotes the four character values of caring, honesty, respect and responsibility. These four values are the basis for many of our camp activities. Staff and campers follow and promote these values throughout camp.

Hours of Operation

KV YMCA Camp KV M-F 8:00 AM-4:00 PM

Drop off and Pick Up

(Bus and drop off)

To ensure the safety of all campers, parents are asked to sign their camper in at the beginning of each day. They are asked to park in the parking lot (not on the circle drive) at the KV YMCA campuses as well as park behind the cones at Camp KV.

Again to ensure the safety of all campers, we ask that parents sign out their camper at the end of each camp day. They are asked to park in the parking lot (not on the circle drive) at the KV YMCA campuses as well as park behind the cones at Camp KV.

If the parent is not picking up the camper, the person to pick up will need two things in order for us to release your camper to them. The pick up person will need to be listed as an alternate, and they will need a drivers license as proof of identification.

Arrival and Dismissal of Campers

Arrival and Dismissal are very busy times. We need to try to make the transition as smooth as possible so as to eliminate confusion and put parents at ease.

Arrival at Augusta site by 7:30 AM to depart by 7:40, Arrival at Manchester site by 7:40 AM to depart at 7:50, Arrival at Camp KV 8:00 AM.

- Parents and campers will meet on the field area next to the building at the Augusta campus and in the new section of lawn at the Manchester campus.
- Parents must park vehicle in the parking lot, not the circle area.
- Parents will sign campers in and wait for loading of the camp bus.
- Once the campers are on the bus staff will take a final attendance.

- Please note: Parents will relinquish care to the YMCA staff once campers are loaded onto the camp bus.

Arrival at Camp KV

- Campers will exit bus and report to the Elvin Field.
- Groups will sit with their counselor.
- On the first day of each session Camp Director will have rosters and point campers to their groups.
- Counselors take attendance and hand in to Camp Director by the end of morning announcements.
- Morning Announcement and word of the day.
- Groups are dismissed to first activity.

Dismissal from Camp Site

- Groups will report to Eric Elvin Field.
- Campers leaving on the bus will then load.
- Parents will Park in upper lot and Camp Staff will call to counselors to send up camper.
- Parents that will pick up at camp will sign out their campers at 4:00 PM.
- Staff will take attendance once all campers are on the bus & verify all campers are accounted for.

Dismissal from KV YMCA Campuses

(Camp KV 4:00 PM, Manchester 4:15 PM and Augusta 4:30 PM).

- Parents will park in parking lot not on circle.
- Campers will unload buses and remain in groups.
- Parents will sign out their camper with staff person to relinquish care.

We ask parents to be prompt for pick-up of all campers. However, a late fee of \$5.00 will be assessed with addition \$1.00 for every minute thereafter. Please be sensitive to our pick up scheduled times.

Daily Activities

The below schedule is for Mountaineers, Wranglers, Trailblazers, Pathfinders, and CITs.

8:00 AM	Arrival
8:00-8:30 AM	Word of the Day, Morning Announcements & Raising of the Flag
8:30-9:30 AM	*Activity Period 1
9:30-10:30 AM	*Activity Period 2
10:30-11:30 AM	*Activity Period 3
11:30-12:30 PM	*Activity Period 4
12:30-1:00 PM	Lunch
1:00-2:00 PM	*Activity Period 5
2:00-2:30 PM	L.O.G.S.
2:30-3:30 PM	**Free Activity
3:30-4:00 PM	Closing Activities at Upper Field & Loading Busses
4:00 PM	Parent Pick up at Camp KV
4:15 PM	Bus Arrival at Manchester
4:30 PM	Bus Arrival at Augusta

*Activity Periods include: arts and crafts, archery, swimming, boating, field games, and nature. Campers will rotate through different activities that are age appropriate.

** Free Activity: Campers pick what activity they participate in

*** CIT's will have a modified schedule based on the curriculum for the day

Mountaineers

The Mountaineers program is designed for children entering grades 1 and 2.

Wranglers

The Wranglers program is specifically designed for children entering grades 3 and 4.

Trailblazers

The Trailblazers program is specifically designed for children entering grades 5 and 6.

Pathfinders

The Pathfinders program is specifically designed for children entering grades 7 and 8.

Counselors in Training (CIT's)

Entering Grades 9-10

The Counselor in Training Program is designed for teens that would like to improve their leadership and teambuilding skills. During the first two weeks CITs will participate in leadership development and activity planning. After the two weeks of training, CITs will have the opportunity to work with all age groups to gain experience working with campers.

Swimming

Please have your child bring a bathing suit and towel each day. There will be certified lifeguards on duty at all times during swimming periods. Campers will be tested on the Monday of each session, which will determine their swim level. Campers will be allowed to retest on Wednesday if they choose to. We respectfully ask that ALL girls wear a one-piece swim suit. If they arrive with a two-piece, they will be asked to wear a t-shirt over their suit or they will NOT be allowed to swim that day. Swim shoes or flip flops for the waterfront are suggested.

Rainy Days and Extremely Hot Days

Camp operates on rainy days. The campers will have access to the cabins and pavilions on the camp grounds. Camp also operates on extremely hot days. On these days we take special care to make sure that all campers stay cool. Campers will have access to the cabins, pavilions, and shaded areas on these days. Staff will ensure campers plenty of opportunities to get drinks. We recommend sending campers with an extra water bottle or drinks on extremely hot days.

Overnights

Our overnights are available to Wranglers, Trailblazers, Pathfinders, and CIT's and are held during Sessions 2, 4 & 6 on Thursday nights with a half day on Friday. Older campers will remain at camp to participate in the overnight. Families of all campers encouraged to join us from 7:00-8:00 PM to participate in campfire songs, skits and making S'Mores. Dinner and breakfast will be provided for the children spending the night. Camp will end for all campers at 12:00 PM on Friday following an overnight. Buses will arrive in Manchester at 12:15 PM and in Augusta at 12:30 PM. Mountaineers are welcome to attend Family Night from 7:00-8:00 PM. On the Friday after an overnight, Mountaineers will also be dismissed at 12:00 PM. Buses will run as they normally do in the morning for anyone who did not participate in the overnight.

Our Staff

Camp KV prides itself in hiring qualified and professional staff to provide the best day camp experience for your child. Camp KV has a staff to camper ratio of 1:6 for Mountaineers and Wranglers and 1:8 for Trailblazers and Pathfinders. All camp staff is required to attend Staff Trainings prior to the start of camp. All camp staff is certified in Basic Water Rescue, CPR/AED, and First Aid. At any time please feel free to ask our staff any questions. We appreciate any feedback you might have.

Insurance

Please take note that Camp KV does not provide accident insurance for campers. This is the responsibility of each camper's family.

Healthy Campers Required!

A Camper Health Form and Health Care Recommendations by Licensed Medical Professional Form must be completed and returned to the Kennebec Valley YMCA at least one week prior to the

session for which your child is registered. The State of Maine requires a current immunization record for every camper. No child will be allowed to attend camp without completed forms.

Medication and First Aid

If your camper needs to take medication (either over the counter or prescription) during the camp day or overnight, our staff can dispense the medication as long as the following are complete:

- A filled out and signed Administration of Medication Form, the form is on file in the camp office.
- The medication is in its original container.
- The medication has not expired.

All first aid is done by our certified camp staff.

Please notify the Camp Director if your child has any special medical considerations, such as allergies, or medication that needs to be taken during camp.

Please inform your physician that your camper will be attending a structured residential camp experience that requires rules and social cues, just as in a school setting, but a longer day. Some medications are water soluble and campers will be quite active and quite warm outdoors, your physician might want to adjust dosage. Since complications sometimes arise with discontinuation of prescription medication, please do not send campers to camp that have recently discontinued their use.

Sick Child Policy

Children should not attend the program when:

- They have a temperature of 100 or higher.
- They have an undiagnosed rash, are vomiting, or have diarrhea.
- They have any sign of head injury or other serious injury.

When a child is not feeling well, he/she will be provided a quiet space away from other children. Parents are then called and asked to come as soon as possible to pick up their child. If a parent cannot be reached, emergency numbers will be called and asked to come get the child.

Children with an undiagnosed rash or contagious disease must have signed doctor's note indicating that he/she is not contagious and is safe to return to the program.

Illness

If a child becomes ill during Camp program hours, the following steps will be taken:

- The child will be removed from the group.
- A staff member will make the child comfortable and attempt to determine the nature and severity of the illness. The child will be kept under constant supervision.

- Parents will be notified and need to make arrangements to pick your child up within the hour.
- If parents cannot be reached and emergency backup is not available, staff members, deeming the illness serious enough, may call an ambulance and arrange to have the child moved to the hospital.

Injury

If a child is injured during the program hours, the following steps will be taken:

- The child will be made comfortable and a staff person certified in first aid will treat minor injuries.
- If injury is more serious and emergency medical care is needed, parents will be contacted immediately.
- In the event that a parent cannot be reached, the YMCA will call for an ambulance and have the child taken to Maine General Hospital.
- An emergency permission form, previously signed by parents or guardian, will be kept on file. This gives the YMCA permission to activate emergency treatment at once, if the parents cannot be reached.

Contagious Illness

If your child has a contagious illness, please notify the KV YMCA or Camp KV as soon as possible. Should your child have contagious illness or disease or been exposed to someone that has, (ex. Strep, Conjunctivitis, etc.) we suggest a Doctor's clearance before returning to camp. We appreciate your full cooperation in this matter.

Child with Lice

A child with lice will be dismissed from program once lice are detected and will be able to return 24 hours after the first treatment. In addition the following steps must be taken:

1. Proof of treatment must be given to the Camp Director at time of returning to program. (i.e. empty bottle, package, or receipt)
2. All lice must be dead before child will be allowed into program.
3. All eggs need to be removed before returning to camp.
4. Head will be checked by Camp Staff when child returns.
5. An additional check will be given on the second day of child's return to the program. This is to ensure that there are no eggs in child's hair. If child has the same amount of eggs as he/she had on the first day child will be sent home.

What to Wear to Camp

Please have your child wear comfortable clothes each day to camp; which may include shorts, T-shirt, sweatshirt and sneakers or boots. Open toe sandals or shoes are not appropriate for the

activities that your child will be involved in. Water shoes or flip flops are recommended for the waterfront.

What to Bring to Camp

We recommend that campers bring a backpack to camp each day. Campers need to bring a bagged lunch, water bottle, sunscreen, sweatshirt, towel, water shoes/flip flops, and bathing suit to camp each day. Please make sure that all your child's belongings are marked with your child's name.

What to Keep at Home

In order to allow your child to have the best day camp experience possible and to avoid loss or damage to personal belongings we ask that campers leave the following items at home: cell phones, iPods, game boys, and other personal toys. A camp phone is available for emergencies. Camp KV and the Kennebec Valley YMCA are not responsible for lost, damaged or stolen personal items.

Sunscreen

Campers spend a great deal of time outdoors and are thereby exposed to the sun's harmful rays. Since it is our commitment to promote healthy spirits, minds, and bodies, we have made the following policies:

- It is the camper's responsibility to provide their own sunscreen (with their name on it) every day.
- It is suggested that all campers and staff should wear sunscreen with at least SPF of 15 or higher on all exposed skin, even on cloudy days.
- Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to the morning drop off.
- Campers will be given the opportunity to re-apply sunscreen throughout the day as needed.
- Campers are encouraged to bring an extra t-shirt to wear in the water for extra protection.

Please note that these decisions were made to protect your child. Furthermore, our staff members have been trained on this subject and understand their responsibilities.

Camp Phone

The Camp KV phone number is 685-4644. If someone is not available to take your call please leave a message and a staff member will return your call as soon as possible. In case of an emergency, contact the Kennebec Valley YMCA at 622-9622. The Kennebec Valley YMCA will then be able to contact the Camp Director directly.

Absenteeism

If your child is going to be absent from camp on a specific day, please contact the KV YMCA or Camp KV.

Payment Policy

- Deposits are non-refundable.
- The remaining balance is due in full, two weeks prior to the start of each session. A \$15.00 late fee will be assessed on all payments made after the deadline.
- Payments can be made at the Kennebec Valley YMCA (Augusta or Manchester Campus) or at Camp KV in the Director's Cabin.

Camp Scholarships

The KV YMCA is committed to providing a quality camping experience for all. Camp scholarships are available for qualified families. Scholarship information is available by contacting the Kennebec Valley YMCA at 622-9622.

Lost and Found

While camp staff tries to do their best to make sure your camper has all of his/her belongings, items are still lost. Please label all of your camper's belongings including clothing, lunch boxes and backpacks. Lost and found will be located in the Directors Cabin, unless otherwise noted.

Special Concerns

If your child has any special considerations or accommodations which need to be made please let us know prior to your child's first day at camp.

Legal Custody

A copy of the court ordered custody decree must be kept on file at the YMCA Camp KV.

Behavior Management Guidelines & Policies

It is Camp KV's goal to provide a healthy, safe, and secure environment for all camp participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values.

Behavior Guidelines:

- We will care for ourselves and those around us.
- Honesty will be the basis for all the relationships and interactions.
- People are responsible for their actions.
- We respect each other and the environment.

When a camper does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place.
3. If the behavior persists, a parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent so they can determine the appropriate action to take.
6. Staff will schedule a progress check or follow-up conference.
7. If the problem still persists, staff will schedule a conference that includes the parent, camper, staff, and Camp Director. The Camp Director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor must also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children or staff, the parent may be notified and expected to pick up the child immediately.
9. If the problem persists and a child continues to disrupt the day camp program, the KV YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

Suspension Policy

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day:

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging KV YMCA or personal property
- Leaving the day camp program without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

If any of these behaviors persist, staff may suspend the camper a second time before expulsion. Immediate expulsion may occur if a camper is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

Dismissal of a Child

Parents will be required to remove a child from Camp KV if:

- The child is a danger to him/herself, to the other children in the program, or to the staff.
- The parents refuse to follow the Camp KV policies as described in this handbook.
- The child cannot adapt in a manner that will encourage healthy growth and development, or whose needs cannot be met with the resources available to the program.
- If a special request for the care of a child is made that:

1. Cannot be met with the available resources
2. Is not consistent with the policies or program philosophy of the KV YMCA.

Camp KV reserves the right to terminate without notice when the safety of children or staff is threatened by the attendance of a child.

If you have any additional questions or concerns please contact the Kennebec Valley YMCA at 622-9622.