



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



GREENWOOD YMCA DAY CAMP 2019 PARENT'S GUIDE

Welcome to the School Age Day Camp Program;

Lakelands YMCA welcomes you and your child. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow and thrive. Take a minute to learn more about the YMCA SUMMER DAY CAMP and how we'll help your child explore, connect and discover. We're here to surround every child with support, guidance, and chances to discover and learn. A chance to try until they succeed. A chance to explore new talents and interests. To discover what they are passionate about. We're here to show kids all they can accomplish when they believe in themselves. We're here to create experiences that immerse them in an atmosphere that inspires and guides them to live healthy lives, help others, work together, and make strong friendships that last a lifetime. If you have any questions, concerns or suggestions, please feel free to contact staff at any time.

**Brandi Willingham
Camp Director**

CONTACT INFORMATION:

Greenwood Family YMCA

1760 Calhoun Rd

Greenwood, SC 29649

864-223-9622 Phone

864-337-8034 Fax

Camp Director: Brandi Willingham bwillingham@lakelandsymca.org

MISSION

The Mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

HOURS AND DAYS OF OPERATION

Camp Greenwood is offered Monday through Friday, from the end of the school year to the beginning of the new school year. Early drop off is from 7:15am – 8:45am and late pick up is from 4:00pm – 5:45pm. Day Camp activities are from 8:45am – 4:00pm.

ARRIVAL, DEPARTURE AND RELEASE PROCEDURES

All parents/guardians must sign their camper in and out each day.

Your camper will only be released to the persons listed on the emergency or authorized pick up section of the registration form. This person will be requested to show proper identification. **Please make note to bring your ID to the pick-up site.** Only those designated on our enrollment form will be allowed to modify your information. All changes must be made with the program director.

In any case concerning a custody clause or dispute, court documents must be provided. These policies are in accordance with Lakelands YMCA and South Carolina Department of Family and Protective Service guidelines.

Morning Drop Off (7:15am – 8:45am)

All campers must be dropped off in the car line at camp off of Eastman St. between these times. When you arrive, you will be greeted by a counselor who will check them in for the day. **If your camper needs to leave during the day for any reason, please tell them what time.**

Late Arrivals (8:45am or later)

If you know that your camper will be late, please contact the Y at 223-9622 and provide your campers name and time of arrival. If you will be arriving after 9:00am please bring them into the Y to the front desk and we will come pick them up.

Early Pick Ups (9:00am-4:00pm)

Campers are involved in activities throughout the day with staff. Staff will have camper up front and ready for anything you may need but it is difficult to do this on short notice. Camp to the main building is about a quarter of a mile and the golf cart is not always available. Please be mindful and help us plan ahead.

Afternoon Pick Up (4:00pm – 5:45pm)

Campers will be picked up in same location as drop off. The counselor on duty will check ID to make sure they are on the approved list. No child will be released to anyone not on the approved list. The counselor will then check them out for the day. If you need to pick up your camper earlier than this time, please notify the counselor during morning drop off.

Specialty Camps

Campers will be dropped off at camp between 7:15am-8:45am. Campers staying for traditional camp for the remainder of the day will be transitioned in at lunch. Parents picking up for half day camp will pick up at the main entrance of the YMCA by 12:00pm.

FIELD TRIPS AND SPECIAL EVENTS

Each child will receive one T-shirt and a bag their first day of Camp. Your child must wear his/her camp T-shirt on field trip days in order to participate. You may purchase additional shirts for \$10 or bags \$5 if available with Brandi Willingham (Camp Director).

AGE EXPECTATIONS

All campers must 5 years old before the first day of camp, be potty trained, and able to remain with a group. Camp Greenwood uses portable toilets, please make sure your child understands this. Younger Campers may need to pack extra change of clothes for the day. We will do our best to assist in any way we can. Also campers need to be able to change in their own swim suits.

A Typical Day at Camp

Each camp is unique but follows similar schedules. Swim times may vary depending on what camp your child is attending. The following is a sample schedule:

7:00-8:45am: AM Pre Camp /Extended Care (board games, playground, balls, jump rope, etc.)

8:45-9:15am: Opening Rally (songs, skits and contests/challenges)

9:15-3:30pm: Camp Activities (games, arts & crafts, activities, camp songs)

3:30-4:00pm: Snack/Camp Closing/Camp Clean up

4:00-6:30pm: PM Post Camp/Extended Care (board games, group games, reading, etc.)

Campers participate in a variety of activities each day that have been designed to fit the theme & include:

- ✓ Ice Breakers
- ✓ Arts & Crafts
- ✓ Sports
- ✓ Games & Fitness for Kids
- ✓ Hands on Science
- ✓ Service Projects

The activities can be camp wide activities, personally selected activities, and unit activities. Each camp will offer a different set of activity choices designed to optimize the child's camp experience. Trips & Outdoor camps will offer activities depending on the location of the trip.

Screen-Free Camp

Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from the camp experience. If a cell phone, iPod, DSi, etc., comes to camp, it will be collected and placed at the camp desk until pick up. Please contact the YMCA if there is an emergency in which you need to contact your child. The YMCA is not responsible for lost electronics.

Daily Camper Needs:

- Snack
- Water Bottle
- Towel – on swim or water days
- Swimsuit
- Spray Sunscreen & Bug Spray
- Comfortable play clothes
- Closed toe shoes
- Cap or Visor
- Enthusiastic attitude

Campers DO NOT need:

- Cell Phone, Electronic Devices, iPods or MP3 Players
- Stuffed Animals or Toys
- Money
- Weapons
- Trading Cards

All necessary items that come to camp should be clearly labeled with the camper's name. Items that are lost will be placed in a lost and found area. Due to our limited storage space, if items are not claimed by the end of each week, they will be donated to local charities. Please remember, we are not responsible for lost, misplaced or stolen items.

TRANSPORTATION

If your child is attending a week that requires transportation, we ask you speak with your child regarding proper safety guidelines. All campers must stay seated with their seat belts fastened until the vehicle is parked and the engine turned off. Safety is our primary goal when transporting campers. **The Y reserves the right to suspend or dismiss a camper if safety policies are not followed.**

Bus Rules and Regulations

While campers are on a bus, they are under the direct supervision of the driver and must obey him or her. The bus driver and staff have the authority to assign seats to students for safety or disciplinary reasons. Failure to follow the driver's rules at any time will be considered an act of disobedience and will result in disciplinary action.

For the child's own protection, hands, head, arms, and feet must be kept inside of the bus. Feet and bags must be kept clear of the aisle. Conversation containing offensive language is not allowed. Campers should avoid any unnecessary or disruptive talking.

Fighting or horseplay is not permitted and will not be tolerated. General regulations pertaining to the use of tobacco, knives or other weapons, use of profanity and obscene gestures apply to all campers riding the bus.

Help keep the bus clean, sanitary and orderly. Do not throw paper or other debris on the floor of the bus or at other students. Do not throw articles out of the bus windows or doors. Tampering with emergency doors or any other controls on the bus is not allowed. Opening or closing the front door is prohibited by anyone other than the driver.

No electronic devices are allowed on the bus. The bus driver and staff have the right to and will confiscate these articles brought onto the bus.

FIELD TRIPS AND SPECIAL EVENTS

During registration, each camper will receive a camp T-shirt and a bag. **On field trip days, all campers must wear their camp shirt.** All field trip fees are included in the weekly cost of camp. During some weeks, we may also have a community leader visit us based on the theme for that week.

DRESS CODE

All campers must wear athletic shoes (no open-toed or open-heeled shoes), pants/shorts and a shirt. All clothing apparel must be appropriate for camp activities. Lost and found items will be out for pick up at the end of camp daily. We will donate to a great cause all items not picked up within a week.

BREAKFAST, LUNCH AND SNACKS

- A healthy breakfast is provided each day from 8:30am-9:00am.
- A healthy lunch is provided each day from 11:30 - 12:00 Monday - Thursday.
- Friday will be a special lunch day.
- **Please SEND 2 healthy snack each day for your camper(s).**

We ask that campers not bring fried foods and foods high in sugar and saturated fats, such as chips, cookies, gummies, fried chicken nuggets, lunchables, etc. In addition, we request that no outside food be brought into camp from local restaurants. Any meals given to campers will be healthy and meet HEPA requirements. Water will be the primary beverage. No sugar drinks, sodas or juices will be served.

ACCOUNTING POLICIES AND PROCEDURES

To avoid a late fee of \$20 PER WEEK, sessions must be paid in FULL by the FRIDAY prior to the start of each week. Returned payments will be assessed at \$30 FEE. No refunds or credits will be issued to anyone withdrawing once the session has started. Auto-draft is required for all weekly payments. Cancellations/program withdrawals must be made in writing and dropped at the front desk no later than 5 days prior to the first day of that session. (Wednesday the week prior) Registration fees are non-refundable.

SCHOLARSHIP INFORMATION

The YMCA offers financial assistance to those who qualify. Applications are available at the front desk. Scholarship staff needs 3 business days to review these applications.

CODE OF CONDUCT

Our Day Camp programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA School Age programs have established rules, consequences and a ZERO TOLERANCE policy on specific behaviors. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

YMCA Rules

- **Keep hands, feet, body and objects to yourself.**
- **Show respect to staff, others and self.**
- **Do not willfully destroy YMCA property.**
- **Do not go anywhere without a YMCA staff person.**
- **Always clean up after activities.**
- **Have fun.**
- **Please speak with camper about keeping up with their belongings.**

YMCA Consequences**

- Verbal warning.
- Re-direction to another activity.
- Time away without activities.
- Parent notification at pick up time.
- Meeting with parent and behavior contact created.
- Notice of Suspension (1 Day), next day of care/ without refund.
- Notice of Suspension (3 Days), next 3 days of care/ without refund.
- Conference with program Director/Parent/Camper.
- Removal from program.

**** Due to the seriousness of the behavior any step can be taken at any time.**

ZERO Tolerance

- Inflicting physical harm on another individual.
- Verbal threats that may cause physical harm to another individual.
- Verbal threats that may destroy property.
- Possession of a weapon, controlled substance or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Camper does not stay within the boundaries of the camp (runs out of the program)

The YMCA reserves the right to suspend or expel a child immediately for violation of the zero-tolerance guideline without refund.

Special Needs

At the Y, we aim to promote an inclusive environment where children can learn and develop in a happy, caring, and educational environment. At Y camp campers participate in highly active games and other physical activities. Generally, the Y is unable to meet the needs of a child who requires a greater ratio than one staff to twelve campers. These needs include social, emotional, cognitive, language, and/or motor development growth. Decisions are made on a per case basis.

If during the academic year your child needs additional wrap around support, TSS, and other support then your child may not be ready for the outdoor day camp. In addition, the high levels of activity, camper and nature's noises, varying schedule of activities and routines with different campers each week may be indicators to consider that your child is not ready for camp. For further questions please schedule a time to consult with a YMCA professional and to take a tour of the camp BEFORE registration and enrollment.

HEALTH/SAFETY GUIDELINES, ILLNESS AND EXCLUSION AND MEDICATION POLICY

Health Check/Immunizations

The Y does not require camp staff to receive any additional immunizations in order to work with children. In order to ensure the health and safety of all, employees who work directly with children will follow required procedures to prevent the spread of exposure to disease:

- Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or tending sores;

- Specifying that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care;
- Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children;
- Excluding the employee from direct care when the employee has signs of illness.

General Health/Safety Practices

- Campers with colds or illness will not be admitted. Please do not put us in the position of refusing your child.
- Campers with head lice will not be allowed to attend camp. Our camp follows the same guidelines as the public school system.
- All campers are required to have current immunization record information on file.
- Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Campers with communicable conditions may not return to camp without a note from their physician.
- Prescription medications will not be administered unless a "Medication Authorization Form" has been filled out. All medication must be in the original container and a medication form must be completed.
- Over the counter medication will ONLY be administered if a doctor writes a note for the medication to be given.
- No camper may attend the program barefoot. All campers must wear closed toe and closed heeled shoes at all times. Flip flops and sandals are not safe in a camp environment. Campers will be sent home if this policy is not followed.
- A camper will only be released to those persons listed on the release forms in the enrollment information.
- All camp staff is required to check identification of anyone whom they do not know. This includes parents, relatives and friends.
- Staff will not be permitted to transport any camper.
- Anyone working with children are required by law to report any suspected child abuse. This includes physical, sexual, emotional, and mental and neglect.
- Staff is not permitted to babysit or participate in non-Y organized activities with participants in the program.

ACCIDENT OR MEDICAL EMERGENCY

Our staff makes sure your camper's safety is their number one priority. Should your camper need medical attention, the camp director will try to notify the parents immediately. Parents are asked to notify the program director immediately of any change of address or telephone numbers. If parents cannot be reached, the director has the authority to seek medical attention at the parent's expense.

If the situation is a major medical emergency, the camp director will call 911 immediately. The parents will assume fees for the emergency transportation.

EMERGENCY PREPAREDNESS PLAN

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, hurricanes, etc.) and fire escape routes are addressed in staff training. If the weather begins to worsen during the day, your camper will be taken inside the building for safety.

PARENTAL COMMUNICATION

We welcome your feedback regarding our program at any time. We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family. You may direct suggestions, concerns, compliments and complaints to the Camp Director or Senior Director.

Another effective form of communication is through Remind 101. Remind is a one way broadcast system in which parents can subscribe through text, email, or using the Remind app. As we send out important updates, parents will receive those through text, email, or app notifications. We encourage you to subscribe to Remind 101, so you won't miss out on vital information. Instructions on how to subscribe are attached here in our handbook.

FAQ?

How can I get a camp schedule?

Camp schedules will be passed out to campers on the first day of the session. The camp schedule provides you with information on what your child will be doing during his/her time at camp. Please note that these schedules are subject to change. We do our best to provide you with information early so you can plan ahead, but summer camp is full of surprises, and we are often forced to make changes. This schedule also gives you information on what to bring.

What should my camper bring to camp?

All campers must bring plenty to drink and two snacks to camp daily if you do not plan to utilize our food program. Please send only non-perishable foods because refrigeration is not possible. Campers should also bring their own water bottle to stay hydrated during the day. Send your child to camp with a backpack to keep all of their belongings together. Please have your camper bring a swimsuit, towel, insect repellent, a hat for sun protection, and sunscreen to help prevent sunburn. It is recommended that parents or guardians apply sunscreen to campers' arms, legs and back prior to arriving at camp.

What should my campers wear to camp?

Children should wear clothing suitable for an active day at camp. Appropriate items would include shorts, t-shirts, light jackets (for chilly mornings), and athletic shoes (no sandals). Please label all items sent to camp with the child's first and last name. Our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity.

What shouldn't my child wear?

Baggy pants, short shorts, halter, spaghetti strap tops are not permitted.

Can my camper buy lunch?

No. Campers are not to bring any money to camp. Campers will have no access to vending machines. Breakfast and lunch are provided.

What shouldn't my campers bring to camp?

- ✓ Cell phones
- ✓ Video games
- ✓ Personal CD players / stereos / iPods
- ✓ Expensive jewelry / watches
- ✓ New or expensive clothes
- ✓ Money
- ✓ Toys and card games
- ✓ Weapons
- ✓ Alcohol and drugs
- ✓ Personal sports equipment (unless otherwise specified)
- ✓ Vehicles
- ✓ Animals

The YMCA is not responsible for any items that are lost or stolen, and under NO CIRCUMSTANCES will reimburse or lost, stolen or broken items.

Should my campers bring money to camp?

No. Camp fees include all day trip admission fees.

Should I pack water for my child?

Yes. Though we fill coolers for the kids and our staff make regular trips to the restrooms and drinking fountains, parents are ultimately responsible for sending their child with plenty of fluids for the day.

Day Camp Questions & Concerns

Questions or concerns about the policies and procedures of the Day Camp program can be directed to any of the professional Day Camp staff at the Lakelands YMCA, Greenwood Branch. All questions will be answered in a timely manner. For questions or concerns of the day to day operation of the Day Camp Program, you may contact the Camp Director, Brandi Willingham.