



# **Franklin County's YMCA**

# **SUMMER CAMP**

# **HANDBOOK**

- » CAMP APEX | Peckville Rd, Shelburne MA
- » GYMNASTICS CAMP | 451 Main Street

**2024**

## REGISTRATION

- » In-Person: Visit us at 451 Main Street, Greenfield
- » By Phone: Call 413-773-3646
- » Online: Visit [www.your-y.org/camps](http://www.your-y.org/camps) to get started.

### Acceptance to camp is on a first-come, first-serve basis.

All camps require a **\$40 non-refundable deposit** per child per week due upon registration.

Once registered, a confirmation link will be emailed to finish the enrollment process for your camper. A downloadable form will be sent to be **completed and brought with your camper on the first day of camp** with completed physical & immunization forms from your PCP or school. If you do not receive a confirmation email forms will be available at the Welcome Center. **Each camp (Apex & Gymnastics) will require their own set of forms.** If your camper attends both camps throughout the summer – each camp will need a copy of all required forms.

Campers will not be able to attend camp if payment is not paid in full two weeks prior to the start of the camp session. Payments can be paid online, at the Welcome Center, or over the phone.

**Campers will not be able to attend camp if payment is not paid in full two weeks prior to the start of the camp session.** Payments can be paid online, at the Welcome Center, or over the phone.

## YMCA COMMUNITY SCHOLARSHIP FUND

We aim to make summer camps affordable for all children. If you feel you are in need of assistance, please fill out the YMCA Community Scholarship application at [www.your-y.org/camps](http://www.your-y.org/camps) and return to the Y along with the filing fee and all necessary documents. **Scholarship is available for active YMCA members only.** To become a member, stop by our Welcome Center. Applications are accepted on a first-come, first-serve basis until the funding is depleted.

## DCF / SEVEN HILLS VOUCHER

**Please notice:** Camp Apex will be the only camp to accept DCF / Seven Hills vouchers this summer.

## WHAT TO BRING TO CAMP

### PLEASE LABEL EVERYTHING that your child brings to camp

- **NO** open-toed shoes
- Hair ties for longer hair
- Bathing Suit / Towel – all campers must change daily with their groups, **whether participating or not.**
- Hat, Sunscreen and Bug Spray (can come to camp as long as permission is given on enrollment form – must be stored with camp staff between uses) for Camp Apex & Sports Camp
- Shin Guards (for soccer – Sports Camp)
- Nutritious snack for mid-morning
- Water Bottle
- Lunch (if not eating provided lunch)
- 2 or more face coverings

## WHAT NOT TO BRING TO CAMP

- Any electronics (cell phone, video games, iPods, etc)
- Toys from home (including trading cards)
- Pocket knives / Glass bottles / Expensive Items

## STAFF/CHILD RATIO

State regulations mandate a 1:5 staff/child ratio for children 6 years of age and younger. Campers 7 and older are grouped in a 1:10 staff/child ratio.

## STAFF RECRUITMENT

The following is our standard procedure to ensure that our employees have a background free of conduct that has an adverse effect on his/her ability to provide for the safety and well being of the campers.

*The following are minimum requirements for each prospective employee who may have unsupervised contact with a camper:*

1. Prior Work History (address, phone number)
2. Three positive reference checks from individuals, not limited to family relatives, previous employers or school administration.
3. Inquiry by agency into the individual's prior criminal history (CORI check or SORI if over 16).
  - a. Potential employees who are 16 and older will have to fill out a criminal offender record information (CORI) check.
  - b. All staff 17 and older who live outside of MA are to provide documentation from their local chief of police indicating their prior criminal history.
4. Based on the required information we will then determine if the potential employees history should disqualify them from any type of contact or presence at the camp.
5. Potential employees who need certain qualifications such as certifications or education we ask that documentation be submitted prior to any unsupervised contact with campers, they will only be able to supervise along with staff whose background has been approved.

## SAFETY AND SUPERVISION

As parents/guardians we know you are concerned about your child being in a quality program and above all, one that is safe and well supervised. Toward that end we take many preventative measures at camp to insure that accidents are avoided and children are well supervised.

- Criminal background checks are done on all staff.
- The camp facility is inspected and licensed by the Board of Health every year. This includes a test for water purity.
- All staff are trained in areas including CPR, First Aid, recognition of child abuse, health and safety issues and positive discipline.
- Children are never left unsupervised and a strict "buddy system" is used to insure that no child goes off alone.
- In case of accident or injury, a standard procedure of applying first aid and reporting the incident is used. Our procedure insures that:
  1. children are never left unsupervised
  2. appropriate first aid is given quickly by certified staff
  3. parents/guardians are informed as soon as possible
  4. a detailed account is kept in writing

If you have any questions or concerns about safety at camp, please feel free to bring them to the attention of the Camp Director.

## STATE LICENSING

All YMCA Day Camps must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local Board of Health. Parents may request a copy of our Health Care Policy at the Welcome Center.

## AGREEMENT CONTRACT

**This contract pertains to Franklin County's Y's agreement to enroll a child at summer camp. It describes the expected responsibilities of parents as well as the terms for cancellation of that agreement.**

1. The parents or guardians will read and comply with all the written policies of the program. The YMCA will make all the policies available upon request.
2. **A parent or guardian shall furnish all medical and emergency information at the time child begins camp.**
3. A parent, guardian, or designated representative for the child shall not send the child to the program if he/she is ill or has a temperature. All contagious illnesses a child contracts must be reported to the Camp Director.
4. Parents or guardians shall notify the Camp Director when someone other than those named on the child's Emergency Information will be picking up the child.
5. The parents or guardians will provide the child with nutritious snacks and fluids each day. (Free breakfast and lunch is provided for full day campers)
6. The parents or guardians shall see that the child is dressed appropriately.
7. If it is determined during the day that the child is ill or has a temperature, the parent/guardian will be notified. It is their responsibility to have the child picked up from camp as soon as possible.
8. The parent or guardian shall notify the YMCA if a child will be absent on a regularly enrolled day.
9. The parent or guardian will forfeit their deposit and any fees paid within 30 days of the first day of camp in case of withdrawal from the program. Fees (not deposit) are refundable for medical reason with written doctor note.
10. The parent or guardian will assist the staff in handling any behavior problems or other concerns by being open to discussions and conferences in order to best service their child.
11. Your child **WILL NOT BE ALLOWED TO ATTEND CAMP** if account is not paid in full **TWO WEEKS** before the start of the camp session.

## TERMINATION OF THE AGREEMENT

**This Agreement shall be terminated due to any one or more of the following:**

1. The camp season has come to an end.
2. Serious illness of the child, preventing camp attendance.
3. The parent or guardian allows their account to become delinquent **by more than two weeks.**
4. Failure of the parents or guardians to honor the obligations listed in this Agreement or in any rules, regulations, manuals, or provided by the program.
5. The Camp Director and Program Director determine that it is not in the best interest of the child, the program or other children enrolled to have the child in attendance due to dangerous, disruptive or inappropriate behavior. Up to a 3-day suspension period will be given to any child who exhibits inappropriate behavior that continues beyond or

in spite of the normal disciplinary routines of the program. Parents or guardians will be notified and a parent/staff conference required. Both child and parent understand that if such behavior continues the child may be terminated from the program. See Program Behavior Management Policy for more information on dealing with behavioral problems.

6. Failure of the child's parents or guardians to cooperate with the program in situations deemed serious enough to warrant termination.
7. Failure to disclose all vital information regarding your child may result in dismissal of camp.

## CAMP REFUND/TRANSFER POLICY

All camps require a **\$40 non-refundable deposit** per child per week due upon registration.

Prior to May 1, 2024, refunds for camps paid in full will be refunded minus the \$40 deposit.

\$40 deposit may be transferred to another camp week prior to May 1, 2024.

After May 1, 2024, refunds may only be granted for medical reasons or moving out of the area. Physicians note is required for medical refunds.

No other credits or refunds will be given after the start of camp. If you do not notify us of cancellation, and your child does not attend camp, you will still be charged the full amount for the week. Help us allow a camper, from the waitlist, to enjoy a week of camp by cancelling in a timely manner.

## REQUIRED IMMUNIZATIONS

Required Immunizations (430.155) For Campers and Staff under 18 Years Old:

- (1) Measles, Mumps and Rubella (MMR) Vaccine: At least one dose of MMR vaccine(s) must be administered at/ or after 12 months of age or there must be proof of laboratory evidence on immunity. A second dose of live, measles containing vaccine is required for all campers and staff. Both doses of measles vaccine must be given at least one month apart, and be given at/or after 12 months of age, or laboratory evidence of immunity;
- (2) Polio Vaccine: At least three doses of either trivalent oral polio vaccine (OPL) or enhanced potency inactivated polio vaccine (e-IPV) are required. If a mixed schedule of polio vaccine is given (IPV and OPV), a total of four doses is required;
- (3) Diphtheria and Tetanus Toxoids and Pertussis Vaccine: At least four doses of DTaP/DTP/DT/Td are required. The Pertussis component is not given to anyone seven years of age or older. A booster dose of tetanus/diphtheria, adult type toxic (Td) is required if more than ten years have elapsed since the last dose.
- (4) Hepatitis B: Effective January 1, 1999 for all children born on or after January 1, 1992, three doses of Hepatitis B vaccine are required.

## POLICY FOR IMMUNIZATION FORMS

All campers **MUST** have a physician provided PHYSICAL & CERTIFICATE OF IMMUNIZATION on file prior to starting camp. Each camp requires a form – after receiving your copy from your child's physician, please make copies and provide them when registering.

Non vaccination paper work **MUST** be provided.

The Massachusetts Department of Public Health requires us as a Licensed Camp to have on file a current Immunization Form and date of last physical for each camper in our program. The Health Inspector comes prior to the start of camp to check each immunization sheet to see that each child's immunizations are complete and meet the standard set by the Massachusetts Department of Public Health. Prior to the start of camp the Health Inspector wants to see that we have made good progress acquiring health forms and that we have a system to ensure that all children will have a health form prior to starting camp. From that point on we are subject to unannounced visits to ensure that we are following Health Department policies.

For example: if the health inspector comes during Week 6 he or she must be able to verify that there is a health form on file for each child for weeks 1-5 and that good progress is being made for weeks yet to come. Each camp carries its own license which means that each camp is required to have a full set of forms on file all summer for each child attending. We are not allowed to send forms back and forth between our different camps, and buildings.

## PROCEDURES FOR ILLNESS & EMERGENCIES

No camper may attend camp if they are sick. All communicable diseases must be reported to the Camp Director. No medication will be given at camp without written notice from a parent/guardian and doctors forms. Be sure all allergies are listed on your child's medical forms. In the case of bee allergies, be sure that any necessary treatments are left with Camp Directors, and any EPI Pens are left with the counselors or directors. We will have periodic lice checks at camps. In case of head lice no camper may attend camp unless all lice AND nits have been treated.

All campers with fevers over 100°F and/or vomiting must leave the property as soon as possible and not return for 24 hours after being symptom free.

In case of serious or life threatening accident or illness, emergency assistance must be obtained by contacting Medcare Ambulance or 911 Emergency Dispatch. Under no circumstances will victim or other children be left unsupervised. Staff should follow these steps:

- a. Confirm a child's injury or illness.
- b. Camp Director phones ambulance.
- c. Camp Director phones parent and YMCA Welcome Center.
- d. Other children are grouped together with Counselors;  
Camp Director remains with child until assistance arrives.

If parent cannot be reached, parent alternate is contacted from child's files. A Camp Director will accompany child to hospital until parents arrive.

In the case of a mild injury i.e. sprained ankle or wrist:

- a. The child will be given ice and a place to rest to keep the

area elevated.

- b. If the child is unable to return to the camp activities the parent will be notified.
- c. If we are unable to reach a parent, a parent alternate from the child's forms will be contacted.

In the case of a mild sickness i.e. upset stomach:

- a. The child will be given a place to rest.
- b. The parent will be notified.
- c. If we are unable to reach a parent, a parent alternate from the child's forms will be contacted.

## PLAN FOR ADMINISTERING MEDICATION

Medication will only be given to children according to the following guidelines. A record of any medication given will be kept in children's files, including the type, date, time and dosage. Any medication left at the program will be kept in a locked drawer in the office. Outdated or unused medication will be flushed away.

- a. Prescription Medicine – Must have completed the Authorization to Administer Medical form from parent and doctor and the original prescription container indicating dosage.
- b. Non-Prescription Medicine – Must have written permission from parent and written notice from a physician indicating dosage. Permission for medication shall only be valid for one camp season.
- c. Form must be reviewed by Health Care Consultant.

## PARENT COMMENTS

Your questions, suggestions, and concerns are important to the success of YMCA Day Camps. If a staff member is not free to speak with you immediately, please leave your name and phone number, and someone will call you as soon as possible. Remember that you are your child's advocate. You should inform the staff if your child is having difficulty at camp. If your child exhibits inappropriate behavior at camp, the Director and staff need your input. Let them know if changes are occurring at home that are affecting your child's mood or behavior. Do not let a potential problem arise and grow. Also, if your camper enjoyed a particular event or activity and you appreciate something special at Camp, please tell the staff. Parents / Guardians are welcome to visit camp at anytime during the session. Upon arrival at Camp Apex please sign-in at the office. To visit Sports or Gymnastics Camp please stop and see the Welcome Center staff to get a visitor pass.

## SPECIAL NEEDS POLICY

**If your child receives 1:1 care at school it is required they do so at camp as well.**

Every person, regardless of special need, is welcome to register for YMCA programs. At the time of registration, if a child's particular needs appear to be not met by our standard program, a meeting will be requested between parents/guardians and the supervising Program Director. At that meeting, parents/guardians must describe in detail what their child's needs may be, and a written plan generated indicating what changes in program, routine or setting would accommodate those needs. Camp Directors will then review this plan to determine whether or not program adaptations would pose an undue hardship, either financially or to other participants. Whenever possible, program adaptations will be made. If it is determined that undue hardship would be imposed in order to meet a particular child's needs, parents/guardians will be informed in writing within one

week of their conference with Y staff, indicating exactly which program adaptations the Y would not be able to make. In such a case, parents/guardians may appeal a decision directly to the Massachusetts Office For Child Care Services in licensed programs, or the A.D.A for other programs.

### **INSURANCE STATEMENT**

Franklin County's Y does not provide accident insurance for injuries sustained during Y activities. Members, campers, and participants, participate in programs and use the facility at their own risk, and are encouraged to have personal medical insurance coverage.

### **SWIM POLICY**

**Every camper who wishes to swim at camp will be tested and given a colored safety band to wear at the pool every time they swim.**

If your camper receives a **RED BAND** they are considered 'non-swimmers'. They either use a flotation device or have declined to take the test.

If your camper receives a **YELLOW BAND** they have the ability to:

- regain vertical position (stand up) after being placed in a horizontal position on their back by testing guard.
- regain vertical position (stand up) after being placed in a horizontal position on their front by testing guard.

**YELLOW BAND** swimmers must stay in water that is armpit deep or less.

If your camper receives a **GREEN BAND** they have the ability to:

- complete the YELLOW BAND test.
  - swim across the shallow end of the pool.
  - jump into water above their head and return to the surface.
  - swim one pool length (20 yards) unassisted and without rest.
- Swimmer must maintain positive body position (legs should not drop past 45 degree angle) for the entire distance.
- tread water for one minute, float briefly on back, then swim to the side and exit the pool.

### **BEHAVIOR MANAGEMENT**

Our priority in behavior management is a preventative one. We believe that if children are placed in a rich, appropriately designed, well organized and creative environment, there is little reason or temptation for campers to involve themselves inappropriately. Counselors work to get to know each participant as individual with a particular style of likes and dislikes, and activities are made available to appeal to a wide range of personal styles.

Within a group setting however, individuals must learn to sometimes wave their personal preferences in deference to routines, and limits that allow the group to work effectively as a whole. In order to accept that responsibility, campers must feel they are an integral part of camp, and its rules and routines. Therefore, we encourage children to think of rules and limits themselves, as well as the consequences for breaking those rules. Giving campers a sense of ownership in the program is a way of teaching them to consider the effects of their behavior on others. We encourage children to participate in all activities at camp. If something is too difficult we will modify the skill or activity.

The following is a statement with regard to inappropriate behavior: A child may be asked to choose between changing the behavior or changing their activity if it is too difficult. If the behavior continues, a child might be restricted from a particular activity all together, or asked to speak to the Camp Director. **Think Time** may be used if a child's actions are continuously dangerous to himself or others. The process includes a short period of time, (usually left up to the child), spent sitting on their own in order to allow him/her to regain composure, understand the inappropriateness of their actions, and to begin interacting with others on a "fresh start" basis.

At all stages of discipline, an emphasis is placed on communication with the child in an effort to better understand their motivations as well as to explain why a particular behavior cannot be allowed. We point out and discuss facts of behavior without ever attacking a child's character. We practice mediation and problem solving techniques whenever possible in an effort to get campers to learn how to recognize for themselves the responsibility of safe and thoughtful behavior.

If a child exhibits extremely dangerous or consistently inappropriate behavior, parents will be contacted and a conference between parent/guardian child and Camp Director requested. Continued behavioral problems will result in a probationary period of 3 days being set. Continued behavioral problems or lack of parental cooperation and support will lead to dismissal from camp. See your Agreement Contract for more information about dismissal policies.

### **BEHAVIOR EXPECTATIONS**

Campers are to treat other campers, staff, and guests with respect. The following will minimally result in a call home:

- Bullying
- Too many think times
- Too many office visits (twice in a day)
- Talking back
- Disrespect

The following will minimally result in immediate dismissal for at least 24 hours:

- Hitting, Punching, Pushing another camper in anger
- Destruction of property OR stealing
- Any other offense classified as a high risk behavior

• Lack of parent follow through will cause termination from program. **Repeated violations will result in termination from all camps.**