



# **Jackson R. Lehman Family YMCA**

## **Summer Day Camp 2024**



# **Parent Handbook**

# **Welcome to Summer Day Camp at the Jackson R. Lehman Family YMCA!**

Hello! We are so glad you've signed up for Summer Day Camp at the Jackson R. Lehman Family YMCA. We are looking forward to action-packed, fun-filled days at summer day camp. Our camp staff is well-equipped and passionate about working with children. We have a strong team this summer, and we're looking forward to the relationships we will build and the memories we will make. Please read through this parent handbook carefully, and do not hesitate to contact us with any further questions you may have. We're ready for a great summer at the Y!

*Teri Stoots, Youth and Family Director*

## **CAMP CONTACT INFORMATION**

Jackson R. Lehman Family YMCA

5680 YMCA Park Drive West

Fort Wayne, IN 46835

Phone: 260-755-4949

Website: [www.fwymca.org](http://www.fwymca.org)

Youth & Family Director

Teri Stoots

Email: [teri\\_stoots@fwymca.org](mailto:teri_stoots@fwymca.org)

Phone: 260-755-4916

### **The YMCA Mission Statement**

**To put Christian principles into  
practice through programs that build a  
healthy spirit, mind, and body for all.**

Camp Welcome Letter.....	2
Camp Contact Information.....	2
Character Development.....	4
Program Goals.....	4
Admissions Criteria.....	4
Equal Access.....	4
Special Needs.....	4, 12
Camp T-shirts.....	5
Lost and Found.....	5
What to Bring (and NOT to Bring).....	5
Lunch and Snack Procedures.....	6
Swimming.....	6
Sunscreen and Bug Spray.....	6
Marketing.....	6
Inclement Weather Policy.....	7
Drop Off and Pick Up Procedures.....	8
Early or Late Pick Up Procedures.....	8
Illness and Injuries.....	9-10
Medications.....	10
Allergies.....	10
Behavior Management Procedures.....	11-12
Parent Conference Procedures.....	12
Payment Procedures.....	13

# Summer Day Camp Program Info

## Character Development

YMCAs throughout the USA strive to implement our character development program that exemplifies our core values of: **CARING, HONESTY, RESPECT, RESPONSIBILITY.**

These four core values provide a foundation that guides all YMCA programs, staff training, and operations. It is our goal to utilize these four core values to strengthen friendships, incorporate belonging and instill a sense of accomplishment in every camper.

## YMCA Summer Day Camp Program Goals

At summer day camp, we strive to:

- Provide an environment of safety, support, and care.
- Focus on instilling the four core values in each camper.
- Develop the interpersonal skills of each camper.
- Provide an environment that increases self-confidence and the feeling of self-worth for each camper.
- Build relationships, create a sense of belonging, and instill a feeling of achievement.

## Admissions Criteria

Campers must be enrolled in 1<sup>st</sup> through 5<sup>th</sup> grade. No Kindergarteners. Parents must complete the online registration and permission to medicate form, if applicable.

## Equal Access

The YMCA of Greater Fort Wayne, in keeping with its mission to help all people realize their fullest potential, encourages, and supports the participation of all children in Y Childcare Programs. We serve all children regardless of gender, race, color, nationality, religion, ethnicity, or disability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

## Special Needs

At the Y we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring, and educational environment. We strive to include everyone but consider the safety and well-being of all campers when determining the participation of any single child. Decisions are made on a case-by-case basis.

# Summer Day Camp Information

## Camp T-Shirts

YMCA summer camp shirts will be available for purchase through the summer. Parents cannot send money with their child; they will need to enter the building to make the purchase.

## Lost and Found

Lost and found items can be found in their home room or at the front desk. The Jackson R. Lehman Y is not responsible for lost or stolen items.

## What to Bring

Please be sure all items are **marked with camper's name.**

### **ALL AGE GROUPS WILL NEED:**

- Reusable water bottle
- Athletic shoes & socks (all shoes must be closed toe for the safety of campers)
- Extra set of clean clothes
- Backpack for camper's supplies
- Non-refrigerated afternoon snack
- Bug spray and sunscreen to share
- Appropriate swimsuit and towel with sandals (permitted in pool area)
- Plastic bag for wet suits and towels on swim days

*Campers will spend some time outside each day. Be sure your child is wearing play clothes and shoes because they will get dirty. An extra set of clothes is highly recommended in case your child gets wet or dirty.*

## What NOT to Bring

We do not allow campers to bring personal items from home (including electronic devices, cell phones, money, sharp objects, weapons, firearms, explosives etc.). Do not send any money as campers will not have access to the vending machines. We are not responsible for any of these items. If participants are caught with any of the above items, staff will confiscate them. In the case of weapons, firearms, and explosives, expulsion from the program will result and the appropriate authorities will be contacted.

## **Lunch & Snack Procedure**

All campers are required to bring a non-refrigerated snack for the afternoon. Lunch will be provided, but they are welcome to pack their own.

## **Swimming**

**Test. Mark. Protect.** All swimmers 13 years old and younger are required to pass a swim test before being allowed in a Y pool without a US Coast Guard approved lifejacket or without direct adult supervision. This is to help ensure that all pool patrons are promoting water safety behavior. After successful completion of the test, green bands will be given by your child's counselor.

**Green Band Approved:** The child can swim a lap of the pool unassisted, tread water, and perform a back float. This test will be administered by the lifeguards. You are welcome to get them approved before camp. We will only allow campers to test on Fridays during camp hours.

**Not Approved:** The child must stay in water no deeper than below their shoulders **OR** they must have a "Coast Guard Approved" Lifejacket.

**IMPORTANT NOTE:** Lifeguards have the discretion to mandate a U.S. Coast Guard Approved lifejacket on a swimmer at any time as well as require a swim test for any swimmer at any time.

Campers will go to the pool a few times throughout the week. Please make sure swim attire and accessories are here for the week.

## **Sunscreen & Bug Spray**

Our counselors will help your children re-apply sunscreen. If you send your child to camp with sunscreen and/or bug spray it will be put in a community bin for the counselors to use on all children. It becomes too difficult for the counselors to carry multiple bottles around in their backpack. Donations of sunscreen and bug spray (the spray form is preferred) are much appreciated. If your child has allergies or sensitive skin, please notify the camp staff immediately.

## **Marketing**

On occasion, the Y takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting Y programs. On the registration form you will be asked for permission to include your child in these promotional materials.

## **Inclement Weather**

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings. Please check the forecast when you dress your child.

## **Heat/O-zone Advisories**

At the Y we are committed to the safety of all children. All precautions will be taken to prevent heat-related injuries. Staff are trained to do the following for your camper:

- Make sure there are frequent water breaks.
- Lower the number of physical activities.
- Act as role models, applying sunscreen and wearing hats outside.
- Make sure campers are in the shade or indoors whenever possible.
- Make sure there are opportunities for children to reapply sunscreen.
- Watch for the signs of heat exhaustion.

## **Rain/Thunderstorms**

If it rains and/or thunderstorms, camp will be moved indoors and continued as normal as possible until it subsides.



## **Staff Relationships Outside of Y Program**

For the safety and protection of your child and our staff, Y employees are not allowed to babysit for program participants, spend time outside of the program with your families, transport children in their private vehicles, or contact families by personal phone, email, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to do so.

# Drop Off & Pick Up Procedures

## Camp Hours

All camps will be held from 9am-4pm each day; however, campers may take part in Before & After Camp Care at no additional cost. This program will begin at 7:00am and end promptly at 6:00pm.

## Sign-In & Sign-Out

Summer camp children will be picked up and dropped off outside Door #2 during before and after care. For your camper's protection, only people authorized in writing by the parents/guardians may pick up your child. You will be supplied with car tags to notify the staff which children you will be picking up. If someone other than those authorized on the registration form is to pick up your child, you must notify the Camp Staff in writing. The staff will ask anyone who is unfamiliar to them for identification to check the authorization form. Any restricted individual must have court-ordered documentation on file with the Director.

## Early or Late Pick-Up

Please inform staff ahead of time if you plan on picking your child up early. This is especially important in time sensitive situations such as a doctor's appointment. Without prior notification, the sign out process should be expected to take *at least* 10 minutes between 9 A.M. and 4 P.M. To pick up your child during camp hours, 9am-4pm, you must enter the building and find locate their group counselors.

The Camp Program ends at 6 P.M. daily. If you are running late, please notify the front desk (755-4949). A late pick-up fee will be assessed after the program closes. There will be an additional charge of \$1.00 per child per minute starting at 6:05 P.M. payable at the front desk upon arrival. You will receive a receipt for your payment. Parents/guardians who have not notified the Camp Staff that they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as the YMCA staff members.

- 6:00 P.M. Program closes. Staff begins calling parent/guardian contact numbers to check for problems or miscommunications. If contact is not made, alternate contacts listed on the Registration Form will be called.
- 6:30 P.M. Staff member in charge will contact local authorities and the Executive Director to apprise them of the situation.
- 6:45 P.M. If there is no contact from the parent/guardian and no other safe option, the child will be turned over to the city or county police department.

Please be sure to keep the YMCA and the Camp Staff informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will call another emergency contact to pick up your child.



# Illnesses and Injuries

## Camper Illness

If a camper has a temperature of 100 degrees or over, is vomiting, or shows other signs of illness, parents are asked to keep the camper at home. Your camper should not return to camp after an illness until they have been symptom free for 24 hours or are otherwise cleared by a doctor's note. Please be sure to alert staff of any changes in your child's medical needs daily.

## Illnesses Occurring During Program Hours

If your child becomes ill during camp, they may be isolated from other children, and you will be contacted to pick him or her up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. You will be asked to take your child home if they have a fever, are vomiting, or showing other signs of illness.

## Communicable Disease and Head Lice

Communicable diseases are diseases that are transmitted from one individual to another and easily spread among children. Common communicable diseases among children are Covid-19, pink eye, ringworm, and chickenpox.

- The YMCA reserves the right to inspect your child's head in the event lice is suspected to protect all the other students, staff, and parents.
- In the event nits/head lice are found among your child, a parent/guardian must pick-up the child within one hour of the notification.
- The YMCA will notify all parents of all nits/head lice cases when found or reported.
- Children with nits/head lice must not return to the YMCA Day Camp Program until 24 hours after first treatment is completed.

## Injury Notifications

If your child is injured during camp hours, the YMCA will contact you by phone if:

- 1) Your child sustains a head injury of any kind (head bumps included)
- 2) Your child needs medical assistance beyond basic first aid provided by the YMCA.

You will be notified at pickup of minor injuries such as scrapes and bruises that may have occurred during camp hours through an ouch report.

## Confidentiality

Children's records are kept within groups, as staff need to access them regularly.

## Medication During Program

Any medication which needs to be administered during program hours must:

- Be accompanied by a "Permission to Medicate" Form with a Dr.'s signature.
- Be brought in its original container with the child's name, physician's name, and drug name on the container.
- Have specific medical doctor instruction for dosage, times, etc.
- No over-the-counter medication, including aspirin, cough medicine, etc. will be given without a doctor's written consent.
- Staff cannot split pills or administer amounts other than specified on bottle.

## Allergies

The YMCA is only made aware of children with allergies through the health form that you fill out during registration. If your child has a severe allergy, please be sure to notify the YMCA staff with any additional instructions before their camp session starts. If your child needs medication or emergency intervention due to allergic reactions, the proper forms (noted above) must be completed and turned in before YMCA staff can administer medications.



# Behavior Management Procedures

## Philosophy

The YMCA strives to maintain a positive approach to managing children's behavior. The overall safety of all children is our highest priority.

## Behavior Management Process

In cases of inappropriate behavior, the following will be employed:

- 1. Redirection:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to alternate form of behavior. A verbal warning will be given at the onset of inappropriate behavior.
- 2. Removal from the Specific Activity:** When a warning has been issued and behavior has not changed, removing the child from the activity for a personal time out is necessary.
- 3. Behavior Reports:** When staff are not successful in correcting behavior, or the behavior is of a serious nature, a behavior write-up will occur. The write-up will be discussed with the child and parent and requires a parent/guardian signature. If a child receives three write-ups, a parent conference will be required.
- 4. Removal from the Program for Inappropriate Behavior:** If the above process has not resulted in corrected behavior, the family will be asked to remove the child from the program.

## Serious Behavior Issues

When a child has a serious discipline problem, the parent may be called by staff and asked to pick up the child. The child may be suspended from the program for a period of 1-5 days or may be removed from the program entirely. No child will be allowed to continue in the program who becomes a safety hazard to him/herself or others. In addition to behavior management procedures outlined above, parents must be aware that a child may be released from the program, without refund, for the following misconduct:

- a) Leaving Y care premises without permission, or going into unauthorized areas
- b) Using foul language, being discourteous to staff or other children, or any demonstration of sexual contact/words
- c) Defacing property
- d) Physical violence (fighting, biting, putting hands on a child, threatening)
- e) Bringing or using any illegal substances and weapons
- f) Any behavior that jeopardizes the safety of staff or participants
- g) Stealing

## **Other Behavior Related Issues**

No staff member will ever strike, swear at, abuse, or threaten with physical intimidation, either a child or parent. No staff member will allow a child to be stricken, sworn at, abused, or physically intimidated by anyone else in the program. No staff member will ever solicit or accept gratuities in consideration for any treatment of a child.

## **Parent Conferences**

Informal or formal conferences may be requested by staff or parents regarding their child's behavior. Conferences are requested after multiple behavior reports. Staff will make every attempt to better provide for a child's needs when we are made aware of these changes.

## **Special Needs**

When it is mutually determined by the YMCA Staff that a child needs professional assistance beyond the capabilities of the staff in areas of social, emotional, cognitive, language, and/or motor development growth, the parent(s) will be informed that our program does not have the adequate resources to care for their child. We always strive to include everyone but consider the safety and well-being of all campers when determining the participation of any single child.

Decisions are made on a case-by-case basis.



## Payments

### Deposits

A \$15 *non-refundable, non-transferable* deposit per camp sessions is due at registration. This deposit is to hold your child's spot in the camp weeks of your choice. The deposit will be applied towards each week of camp.

### Balance

The balance for each week is due the Monday prior to the week your child is attending camp.

### How to Cancel a Week of Camp

You must call the Jackson R. Lehman YMCA 2 weeks **prior** to the week of attendance to cancel a week of camp. All calls made to cancel prior to the week of camp will be issued a full refund, less the deposit. If you do not call 2 weeks prior to the week of attendance, you will be responsible for paying half of that week's cost. Feel free to additionally email [teri\\_stoots@fwymca.org](mailto:teri_stoots@fwymca.org).

### Financial Assistance

We believe that no one should be turned away due to the inability to pay. Our Annual Campaign is a Y initiative that provides scholarships for programs and memberships to children and families in need. Those families unable to pay the full cost of participation are encouraged to apply.