



**Greater Philadelphia YMCA**

# **2021 Day Camp Family Handbook**

**#BringingBackFun**



## Table of Contents

<b>WELCOME.....</b>	<b>1</b>
<b>ADMISSION POLICY .....</b>	<b>2</b>
Equal Opportunity Provider .....	2
Registration Procedures.....	2
Wait List Policy.....	2
Hours.....	2
<b>DROP-OFF &amp; PICK-UP.....</b>	<b>2</b>
Sign In/Out .....	2
Release Of Child .....	2
Custody Agreements & Court Orders.....	3
Late Pick-Ups.....	3
Babysitting Policy .....	3
<b>PAYMENTS/FEES .....</b>	<b>4</b>
Camp Payments .....	4
Online Account Management.....	4
Sibling Discounts.....	4
Cancellations/Changes ....	<b>Error! Bookmark not defined.</b>
Confirmation.....	4
Insufficient Funds .....	4
Refund/credit policy.....	5
Financial Assistance .....	5
Payment Schedule Summer Camp 2020 ....	6
<b>COMMUNICATION .....</b>	<b>7</b>
Virtual Open Houses	
Emergency Contact Information .....	7
Information Board/Email Communication...	7
Weekly Update.....	7
Parent Call-In .....	7
Change In Arrival Or Departure Times.....	7
Evaluation Of Program .....	7
<b>BEHAVIOR MANAGEMENT POLICIES.....</b>	<b>8</b>
Conduct and Discipline Policy .....	<b>Error! Bookmark not defined.</b>
Suspension And Expulsion .....	<b>Error! Bookmark not defined.</b>
Request For Iep.....	10
Drug, Alcohol And Tobacco Free .....	11
<b>CLOSINGS/EMERGENCY PROCEDURES.....</b>	<b>11</b>
Emergency Closings.....	11
Emergency Procedures .....	11
Fire Drill .....	11
Lost Camper And Lost Bather Drills.....	11
Transportation-Emergency Procedures ....	11
Illness Policy.....	12
Injury & Accident Procedures .....	12
Medication Administration.....	13
Severe Allergy Treatment Policy .....	14
Insect Repellant Policy .....	14
Sunscreen Policy .....	15

<b>SUMMER DAY CAMP STRUCTURE .....</b>	<b>15</b>
Daily Program .....	15
Group And Activity Programming.....	15
Supervision Policy.....	15
<b>STAFFING.....</b>	<b>16</b>
Staff Organizational Structure .....	16
Staff/Camper Ratio .....	16
Staff Qualifications & Training .....	16
<b>THINGS TO KNOW .....</b>	<b>17</b>
Swimming .....	17
Dress.....	17
Lost Articles.....	17
Security Policy .....	17
Photographs And Videos.....	17
Transportation Procedures .....	17
<b>WHAT TO BRING/WHAT TO LEAVE .....</b>	<b>18</b>
Bring To Camp .....	18
Leave At Home.....	18
<b>RESPONDING TO RED FLAG BEHAVIORS .....</b>	<b>19</b>
A. Responding to Suspicious or Inappropriate Behaviors or Policy Violations .....	19
1. Staff and Volunteer Response: .....	20
2. Supervisor and Administrator Response: .....	20
3. Supervisors and Administrators Response to Abuse: .....	21
B. Responding to Youth-to-Youth Sexual Abuse and Sexualized Behaviors .....	21
4. Youth-to-Youth Interactions:.....	21
5. Staff and Volunteer Response: .....	22
6. Supervisors and Administrators Response: .....	22
7. Organizational Response: .....	23
Non-Discrimination Policy .....	24

# WELCOME

Welcome to Summer Day Camp at the Greater Philadelphia YMCA.

Our goal is to nurture the potential of every camper to help them grow and develop into the best person they can be. At our Summer Day Camps, children will experience new activities, develop communication skills and make new friends in a safe, secure environment.

Safety is our number one priority at camp. Guided by industry best practices, the American Camp Association, YMCA of the USA, and guidance of governing health agencies, we will implement safe camp practices every day.

[Click here](#) to stay up to date with our latest procedures.

Our Summer Day Camp experience encourages campers to:

- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills
- Have fun!!

Thank you for choosing the Greater Philadelphia Y for your child this summer. We look forward to getting to know you and your child even better and making this summer one to remember.

If you have any questions, please speak to a counselor or come to the front desk of the Y branch and ask for the Camp Leader.

# ADMISSION POLICY

## EQUAL OPPORTUNITY PROVIDER

The YMCA is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, color, disability, sexual orientation, political beliefs, family status, or national origin. We celebrate diversity and know that our children benefit through an enriched learning environment.

## REGISTRATION PROCEDURES

Each camper's parent or guardian is required to complete their campers full file on their Epact account. The forms that will need to be uploaded and maintained for our permanent files include:

- Summer Day Camp Agreement Form
- Child Health Report

## WAIT LIST POLICY

If the program is full and you are placed on a waiting list, the YMCA will contact you when a space becomes available. We ask that parents update us if they register for another camp program or their plans change. Openings are dependent upon the approved ratios for each age group.

## HOURS

The typical day for traditional Summer Day Camp is **9am to 4pm**. All children enrolled in the program must be picked up at the end of the day. Extended hours are available prior to the camp day and after the camp day have ended. Contact your Branch for AM/PM Care hours or more information.

# DROP-OFF & PICK-UP

## SIGN IN/OUT

All children must be accompanied to the program by an adult and placed under direct supervision of YMCA staff. Children must also be accompanied by an adult when leaving the program at the end of the day. You must sign your child in at drop-off EVERY DAY and sign them out at pick-up EVERY DAY. This is a requirement and your cooperation is appreciated.

## RELEASE OF CHILD

Children will only be released to individuals that are listed as persons whom the child may be released to on the child's Epact file. Any person picking up a child needs to have an ID with them every time. Staff are required to ID any individual that they do not recognize and make sure that person is an authorized person before releasing a child. Because staff turnover may occur, please be prepared to show ID even if you feel that all of the staff know you. This will ensure that our staff are able to follow proper procedures when releasing children.

On your child's Emergency Contact information, provide the full names of ALL people to whom we may release your child. Pick up and drop off persons must be age 16 or older. Children will not be released to anyone whose name does not appear on the list without written notice by

the parent and/or to anyone who cannot produce proper identification. This is for the safety of your child/children.

Please make sure to notify the Camp Leader immediately if there will be a change in the people who are authorized to pick up your child. You will need to update your child's ePACT file with any changes.

## **CUSTODY AGREEMENTS & COURT ORDERS**

If there is a court-ordered custody agreement (or any updates to prior orders), it is in you and your child's best interest to provide a copy to the center to be placed in the child's file. This is especially important if there is an action or an order against a biological parent that denies him or her right to see or obtain the child. Any situations that are disclosed to the center director will remain confidential and will be discussed only with those parties in a need-to-know situation.

## **LATE PICK-UPS**

Children must be picked up by closing every day. A late fee as outlined in your fee agreement will be assessed for every minute that a parent is late. This fee will be added to your bill and must be paid with the next payment. No money should be given to the camp staff.

If you are running late for any reason please make every effort to call the program and provide an estimated time of arrival. The staff will attempt to contact the parent to alert them that the child is still at the camp if no call has been received. If unable to reach a parent, the other people listed on the emergency contact list will be contacted. If the staff is unable to reach anyone and the child is still at the camp an hour after close, the police will be contacted to pick up the child.

Consistent lateness in picking up your child may result in the child's dismissal from the program.

## **BABYSITTING POLICY**

The YMCA prohibits its employees from providing babysitting or other services to members or program participants outside of the workplace. Employees are also prohibited to transport children enrolled in YMCA programs in non-YMCA owned or leased vehicles during and outside program hours. Staff is not permitted to contact children via the internet or telephone and should not be receiving emails, text messages or calls from children.

Your cooperation with this policy is appreciated. This includes not soliciting our staff to care for your children outside of the camp.

# PAYMENTS/FEES

## CAMP PAYMENTS

Payments are due 2 weeks prior to the first day of the camp session. All major credit cards, cash, checks and debit are accepted. Failure to make payment 2 weeks prior will result in the forfeiture of your camp deposit in addition to losing your child's spot in camp. Their registration will be cancelled the day after the due date. If there is a waiting list, your child's spot may be filled by a child on the waitlist and you may need to wait until another space becomes available to re-register.

All registrations must be completed two weeks prior to that camp week start date.

Pay for Y Summer Camps with Ease ....Use EFT. An automatic payment option is available at all locations for your convenience. If you choose to sign up for the automatic payment plan, a credit card or bank account information will be stored in our system and will be drafted on payment due dates. **Please note that payments for camp must be paid by phone with the YMCA's Connection Center at 215-220-9199, at the YMCA's Member Services desk, or online and cannot be accepted at a camp site.**

## ONLINE ACCOUNT MANAGEMENT

Register, make payments online, view balances paid and due. Visit [www.philaymca.org](http://www.philaymca.org) for detailed information.

## SIBLING DISCOUNTS

The sibling discount is \$5 off per additional child. This discount is ONLY applied to weeks where the full pay child is enrolled. (Example: Full pay camper is \$230 per week and any additional child is \$225 per week.)

## CONFIRMATION

When your registration is complete and your deposit has been paid, you will receive a receipt of the child's registered camp session. If there are any discrepancies between the requested program registration and the receipt, it is the responsibility of the parent to notify the YMCA immediately so the child can be registered in the proper program.

## INSUFFICIENT FUNDS

Please note that if payment is made with a check that has insufficient funds available at time of deposit, the parents are responsible for paying the amount of the check plus \$35.00 fee. Payment must be made in full within three days; otherwise, the child must be withdrawn from the program. The YMCA may require that all future payments be made by money order.

## **REFUND/CREDIT POLICY**

DEPOSITS ARE NON-REFUNDABLE. NO CREDITS OR REFUNDS FOR UNUSED/UNATTENDED CAMP DAYS. NO CREDITS OR REFUNDS WILL BE ISSUED FOR BUILDING CLOSURE DUE TO INCLEMENT WEATHER, MAINTENANCE, CITY ORDINANCE, EVENTS, OR OTHER CLOSURES. 30 DAYS' NOTICE IS REQUIRED TO WITHDRAW FROM THE PROGRAM. A CHANGE IN REGISTRATION CAN BE MADE UP TO TWO (2) WEEKS BEFORE THE PROGRAM START DATE. CHANGES TO A PROGRAM OF EQUAL OR HIGHER VALUE DO NOT REQUIRE APPROVAL. CHANGES TO A PROGRAM OF LESSER VALUE OR REQUIRING A FINANCIAL ADJUSTMENT MUST BE APPROVED AND FOLLOW YMCA CREDIT/REFUND APPROVAL PROCESS. ANY CHANGES MADE AFTER TWO (2) WEEKS BEFORE THE PROGRAM START DATE MUST BE APPROVED BY THE CAMP LEADER. REGISTRATION WEEKS AND DEPOSITS ARE TRANSFERABLE UNTIL MAY 31. ON AND AFTER JUNE 1, NO DEPOSITS WILL BE INTERCHANGEABLE BETWEEN CAMP SESSIONS.

## **FINANCIAL ASSISTANCE**

The Greater Philadelphia YMCA offers limited financial assistance to those who qualify for summer camp and other programs. If you are interested in applying for financial assistance, please complete a Financial Assistance Application. The application process can be found at <https://www.philaymca.org/join/financial-assistance-program>.

Funds are distributed on a first-come, first-serve basis and the amount of funds available varies from branch to branch. Financial Assistance funds are supported by our Annual Campaign. For information, on how to contribute to our campaign, please see your camp director or visit the branch's Welcome Center.

**\*\*Non-members are NOT eligible to receive Financial Assistance.**



## PAYMENT SCHEDULE WHATLE SUMMER CAMP 2021

<b>Session Beginning Date</b>	<b>Session Ending Date</b>	<b>Payment Due Date (All payment methods)</b>
6/7/2021	6/11/2021	5/24/2021
6/14/2021	6/18/2021	6/1/2021
6/21/2021	6/25/2021	6/7/2021
6/28/2021	7/3/2021	6/14/2021
7/5/2021	7/10/2021	6/21/2021
7/12/2021	7/17/2021	6/28/2021
7/19/2020	7/23/2021	7/5/2021
7/26/2021	7/30/2021	7/12/2021
8/2/2021	8/6/2021	7/19/2021
8/9/2021	8/13/2021	7/23/2021
8/16/2021	8/20/2021	8/2/2021
8/23/2021	8/27/2021	8/9/2021
8/30/2021	9/3/2021	8/16/2021

### **Payments are due 2 weeks prior to the first day of the camp session.**

All major credit cards, cash, checks and debit are accepted. Failure to make payment 2 weeks prior will result in the forfeiture of your camp deposit in addition to losing your child's spot in camp. Their registration will be cancelled the day after the due date. If there is a waiting list, your child's spot may be filled by a child on the waitlist and you may need to wait until another space becomes available to re-register.

Any registration (excluding children on the waitlist) occurring within two weeks of that camp week will be charged an additional \$25 "Express Registration" fee.

### **Pay for Y Summer Camps with Ease ....Use EFT!**

By taking advantage of this opportunity, you will have the ability to manage your payments easier by signing up for EFT! When you sign up for EFT you are saving time and energy.

### **Online Account Management**

Register, make payments online, view balances paid and due  
Visit [www.philaymca.org](http://www.philaymca.org) for detailed information.



# COMMUNICATION

## VIRTUAL OPEN HOUSES

Parents are encouraged to attend Virtual Open House events. Registration information can be found on our website at <https://www.philaymca.org/camp/open-house>.

## EMERGENCY CONTACT INFORMATION

Complete emergency information including emergency contact persons is required prior to the start of camp. If there are changes to this information, it is the parent's responsibility to update. Please inform the emergency contact person of their responsibility, and notify them of camp procedures and trip information, should you not be able to be reached. This information is kept on file at the site of the camp.

## EMAIL COMMUNICATION

The Camp Leader will email a newsletter by the Friday before your child's camp week. This newsletter will detail information pertaining to in house events, drop off and pick up processes, swim days and what to pack for camp. This newsletter will come via email, to the email listed on your child's account in Epat.

## WEEKLY UPDATE

Please take a moment at the end of the week or beginning of a new session to communicate with your child's counselor. This will keep you up to date regarding your child's participation and involvement in the camp program, learn about upcoming events and plan for the next week. Please arrange to see the camp or site leader and put all information in writing for the camper's records.

## PARENT CALL-IN

**Children are not permitted to bring cell phones to camp.** Parents are welcome to call the YMCA/camp office for updates, messages, and concerns. Parents are requested to call the Camp/YMCA by 8:30am whenever a child will not be attending on a scheduled day. Parents may leave a voice mail on the camp site phone.

## CHANGE IN ARRIVAL OR DEPARTURE TIMES

Our Summer Day Camp Program complies with DHS regulations by staffing programs based on the child's arrival and pick-up times. Please adhere to these times as noted on the agreement. When there are changes, please give the YMCA staff 24 hour notice. Failure to comply with these standards may compromise the ratio of the Summer Day Camp for your child and others.

- Please notify the YMCA if you are running late.
- All children must be accompanied into camp by an adult and be placed under direct supervision of YMCA staff. Children must be accompanied by an approved adult when leaving the YMCA.
- All early pickups must occur **before 3:30 pm each day**.

## EVALUATION OF PROGRAM

Parents are encouraged to share their feedback with the Camp Leader at any time. Surveys will be sent out via email in addition. Your input is welcome and encouraged.

# BEHAVIOR MANAGEMENT POLICIES

## GUARDIAN/CHILD CONDUCT POLICIES

### Suspension And Expulsion

The YMCA Camp programs will make every effort to prevent suspension and expulsion.

Staff will take proactive steps to prevent Suspension/Expulsion

- Obtain child specific information from family at time of enrollment
- Staff will try to redirect child from negative behavior
- Staff will reassess environment, activity appropriateness, and supervision
- Staff will always use positive methods of language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Brief breaks from activity will be given so child can regain control

When challenges arise that prevent us from providing a safe and appropriate environment for children and counselors we will follow the steps and actions as outlined below:

Record behaviors / incidents on appropriate documents and implement modification strategies.

If behaviors or incidents increase in severity or frequency counselors will notify director and meet with legal guardians to discuss strategies used to modify behaviors and identify changes needed to support success.

If behaviors persist director meets with legal guardian to obtain consent to confer with external supports including: County specific intermediate unit, STARs technical support, contracted consultant, behavior specialist and or existing team supporting the child / family.

If behaviors continue director will meet with legal guardian to discuss whether suspension is required to maintain safety while external supports are put in place. An action plan is at this point required and must be shared with legal guardians, counselors, director, and other camp supports.

Implement proposed action plan with use of external supports. Evaluate effectiveness in seven (7) days. Additional legal guardian conference to share resources to alternate providers as well as progress and challenges for the child.

Post 7 days of implementation of action plans a reevaluation should take place and a decision to refer (expel) if necessary, or to modify the action plan will be made. All observations, and leadership support must be in place prior to the suspension or expulsion of any child. Meetings should include the counselor, unit leader, and the camp director or program director.

If, after the remedial actions have been exhausted, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting a suspension/expulsion. A suspension action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the program.

- The parent/guardian will be informed regarding the length of the suspension period
- The parent /guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center

- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one week notice depending on risk to other children welfare or safety)
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the camp.

## CONDUCT POLICY

Please make certain that you and your child are completely familiar with these policies. The following policies pertain to actions by a child to another child or to an adult or parent towards any child or staff. We understand each and every child is different and responds differently in certain situations. Behavior standards are broken into three categories, Minor – Level 1, Major – Level 2 and Critical – Level 3. Each category carries its own series of consequences. Below you will find the definition of each violation.

	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>	<b>Fourth Violation</b>	<b>Fifth Violation</b>
<b>Level I*</b>  <b>Examples:</b> Disrespectful towards staff Disrespectful towards other campers Disruptive Behaviors Repeatedly not following direction Repeatedly not following program/game rules Excessive Horseplay	Verbal Notice to parent/ guardian describing the behavioral concern	Written notice to parent/ guardian describing behavioral problem	Written notice to parent describing the behavioral problem and parent conference	1-3 days out of program suspension (tuition not prorated)	Expulsion from the program without reimbursement from the program.
<b>Level II*</b>  <b>Examples:</b> Pushing, tripping, hitting or kicking Threatening Comments or gestures Uncontrollable Behaviors Inappropriate	Verbal and written notice to the parent guardian describing behavioral problem	Written notice to the parent guardian describing the behavioral problem and parent conference	1-3 days out of program suspension (tuition not prorated)	Expulsion from the program without reimbursement from the program.	

Language Aggressive behavior towards other children/staff Teasing or embarrassing others Willful destruction of YMCA or Program property					
<b>Level III*</b>  <b>Examples:</b> Fighting Leaving assigned area without permission Biting Harassment, Intimidation, Bullying Aggressive behavior that causes serious harm to another child or staff member	1-3 days out of program suspension or Immediate Expulsion (tuition not prorated or reimbursed				

\*Determination of the violation is at the discretion of the Camp Leader in consultation with witnesses. Violation determination may escalate to immediate suspension or expulsion based on severity of violation.

### Parental Actions for Child's Suspension/Expulsion

- Failure to pay/habitual lateness in payments
- Failure to complete required forms
- Habitual tardiness when picking up your child
- Physical or verbal abuse to participants or staff

Payments for suspended or expelled days are non-refundable.

A child will NOT be expelled if a child's family:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- Reports abuse or neglect occurring at the center
- Questions the center regarding policies and procedures

### REQUEST FOR IEP

The goal for children with disabilities is the same as for children without disabilities. It is to help the child access the curriculum and maximize their potential. Observation of the child will help to establish their needs. Obtaining an Individual Education Plan (IEP) to help answer

basic questions about the nature of a child's disability and what must be done to help meet the child's learning goals will enable the teachers and parents to develop the best strategies to ensure the child's success in the classroom.

In the event that your child has an IEP/IFSP, we ask that you provide us with a copy. We will work with you to develop specific goals to be worked on while your child is in our care.

### **DRUG, ALCOHOL AND TOBACCO FREE**

The Greater Philadelphia YMCA Summer Day Camps and programs are drug, alcohol and tobacco free environments. Any camper who brings drugs, alcohol or tobacco to camp, or on YMCA property will be expelled from the program. No refunds or credits will be issued for a violation of this code.

## **CLOSINGS/EMERGENCY PROCEDURES**

### **EMERGENCY CLOSINGS**

Should severe weather conditions or other emergency situations arise during the time of Summer Day Camp operation, the Executive Director, Director, or designated person will determine what action is to be taken. Should it be determined that the camp is to be closed, all will be advised as soon as possible for immediate pick up.

### **EMERGENCY PROCEDURES**

All emergency drills are recorded and reviewed to achieve the best possible results in the event of a real emergency. Any real events are recorded and reviewed to insure the best possible response in subsequent events. Procedures have been developed for emergency evacuation. Staff is trained in procedures for evacuation due to unforeseen emergencies and procedures are posted.

### **FIRE DRILL**

Fire drills are completed monthly. An alarm is heard and the staff and children proceed in an appropriate manner to a designated meeting place. A record of drills is kept on file noting the date, time, and length of drill.

### **LOST CAMPER AND LOST BATHER DRILLS**

Drills are completed several times throughout the camping season. Camp staff is trained in the appropriate procedures for each site and review the procedures with the campers prior to the drill.

### **TRANSPORTATION-EMERGENCY PROCEDURES**

Campers are briefed in emergency procedures prior to each field trip or transportation event. The staff has been trained in emergency procedures and reports any event to the camp director and the parents of children involved.

# HEALTH, ILLNESS, INJURY AND ACCIDENTS

## ILLNESS POLICY

The health of all children attending YMCA programs is very important to the staff. By monitoring each child's health status, we are able to maintain a healthy environment for the entire program. Any child who is unable to participate in daily activities due to illness should not be in attendance. If the staff feels that your child is too ill to remain in the program, you will be called. We expect you, or someone you designate, to pick the child up within 2 hours of receiving a phone call. If we are unable to reach a parent/guardian, another person listed on the child's emergency contact form will be called.

Please be sure to establish a back-up person upon whom you can depend in an emergency. Illness guidelines established by the YMCA will help you decide whether or not to send your child to our program. The camper should not be sent to camp and may be sent home if any of the following conditions are apparent, and we may require a physician's note for remittance:

- A temperature of 100.3° or more, or at Directors discretion
- Conjunctivitis (pink eye) until treated
- Contagious diseases including, but not limited to, measles, chicken pox, mumps, roseola, 5ths disease
- Hand/foot/mouth only if child has a high fever, blisters in mouth that prevent eating/drinking
- Inability for child to participate in the daily schedule at an acceptable level
- Rashes with fever or behavioral change, at Directors discretion
- Abdominal pain that continues for more than two hours
- Vomiting regardless of the cause
- Diarrhea regardless of the cause
- Strep throat or other strep infection until receives 2 doses of medication
- Impetigo, ring worm, scabies, or Lice until treated
- Severe cold, excessive coughing, sneezing, and/or excessive nose drainage
- Bronchitis or other throat infections, until treated for at least 24 hours

The child must remain free of symptoms, fever (without medication), nausea, etc., for 24 hours before he/she can be readmitted to the program.

## INJURY & ACCIDENT PROCEDURES

It is necessary that you keep the YMCA up-to-date on telephone numbers, emergency numbers and other pertinent information. In the case of minor injury, staff certified in first aid procedures will administer first aid and the parent will be contacted. An accident report will be filled out by the staff person on site at the time of the accident. At pick up a parent will be asked to sign incident report. Parents may be asked to pick up the child depending on the nature of the injury and the child's reaction to being injured.

If your child is severely injured while attending the YMCA program, the staff will take whatever steps are necessary to obtain emergency medical care. We will make every

attempt to contact you or your designated emergency contact first. If we cannot make a contact, we will have the child transported to an emergency room in the company of a staff member and will provide the hospital with the parent's health insurance information (from your Emergency Contact Form). We use the nearest hospital. If you prefer a specific hospital, we will do our best to honor this request. However, the ultimate decision will be made by the EMT's.

## **MEDICATION ADMINISTRATION**

Parents must sign the medication log before any medication will be given. We will give your child medication only if the medication is in the original labeled package (bottle/box/container) (prescription or over-the-counter), is handed directly to a YMCA staff person, and is entered on a medication log. Please do not alter any foods or liquids with medication without a doctor's note and informing the child's primary teacher. A medication log must be completed.

- It is very important that medications not be left within the reach of any child.
- We will not administer any medications in more frequent or larger dosing than per instructions on the container or per the prescription.
- Over-the-counter medications will not be administered for more than two consecutive days without a doctor's note and specific instructions.
- The YMCA reserves the right to require a doctor's note for the administration of any medications whether they be prescription or over-the-counter

YMCA Camp Staff will only administer medication to children according to the DHS (State of PA-Dept. of Human Services) policy listed in 055 Pa. Code 3370.133.

Child Medication and Special Diets, listed as follows:

- The operator shall make reasonable accommodation in accordance with applicable Federal and State laws to facilitate administration of medication or a special diet that is prescribed by a physician, physician's assistant or CRNP as treatment related to the child's special needs. Facility persons are not required to administer medication or special diets which are requested or required by a parent, a physician, a physician's assistant or a CRNP but are not treatment related to the child's special needs.
- When medication or special diets are administered, the following requirements apply:
  - A prescription or nonprescription medication may be accepted only in an original container. The medication must remain in the container in which it was received.
  - A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine. Instructions for administration contained on a prescription label are acceptable.
  - The label of a medication container must identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
  - Medication shall be stored in a locked area of the facility or in an area that is out of the reach of children.
- Medication shall be stored in accordance with the manufacturer's or health professional's instructions on the original label.
- A parent shall provide written consent for administration.
- An operator is responsible to establish and maintain a medication log if prescription or nonprescription medication is administered. A log must include the following minimum

information:

- The name of the medication.
- The name of the child receiving the medication.
- A requirement for refrigeration.
- The amount of medication administered.
- The date of administration.
- The time of administration.
- The initials of the staff person who administered the medication.
- Special notes related to problems of administration.

## **SEVERE ALLERGY TREATMENT POLICY**

Children with severe allergies, such as allergies to bee stings, peanut products, etc., may be at risk of a serious allergic reaction in the camp programs due to contact with ingestion of the allergen. Contact with these allergens may result in anaphylaxis - a severe allergic reaction with symptoms that may include swelling of the face and lips, hives, vomiting, diarrhea, shortness of breath, and difficulty breathing. Ultimately, anaphylaxis may cause a fall in blood pressure, unconsciousness, or death.

The YMCA is concerned for the health and safety of all children in our care. Accordingly, when an enrolling/enrolled child is known to have a severe, life-threatening allergy, parents/guardians must complete and/or provide the following:

- a. **A signed copy of the Greater Philadelphia YMCA's "Authorization for Emergency Care for Child with Severe Allergies" authorization form, under the "Shared Files" section of your child's online Epect file.**

The authorization form is designed to provide the YMCA with the information necessary to ensure proper preventative measures and an effective response to a serious allergic reaction. In addition, the parents/ guardians shall provide a copy of any other physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

### **A signed copy of the YMCA's "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies ("waiver").**

The waiver releases the YMCA and its employees from liability for administering treatment to children with severe allergies (including the administration of epinephrine) and taking any other necessary actions set forth in the Authorization Form, provided that the YMCA exercises reasonable care in taking such actions.

### **All equipment and medications needed by the YMCA to comply with the instructions set forth in the Authorization Form (including, but not limited to, a device such as the EpiPen).**

Parents/guardians are responsible for ensuring that all medication is properly labeled and in the original container by a pharmacist and replaced prior to the expiration date.

## **INSECT REPELLANT POLICY**

Some camp sites are located in a wooded area, so please be sure to apply insect repellant and tick repellent each morning prior to your arrival at camp. Parents are notified of trips that would require application of insect repellant and will be asked to supply the appropriate repellant with the child. If the site has likelihood of ticks on the location, parents are encouraged to apply tick-repellent to the child's socks, avoiding skin contact and check for



ticks upon return from camp. Parents with children under the age of six will be required to complete a medical release form in order for YMCA staff to apply repellants. Aerosol products are not permitted.

## **SUNSCREEN POLICY**

Parents should apply sunscreen to children prior to attending Summer Day Camp or other program where the child will be exposed to the sun. Each child is required to bring their own sunscreen. YMCA staff will not apply sunscreen to children and will not be responsible for maintaining sunscreen for each child. Parents with children under the age of six will be required to complete a medical release form in order for YMCA staff to apply sunscreen. Aerosol products are not permitted.

# **SUMMER DAY CAMP STRUCTURE**

## **DAILY PROGRAM**

Daily activities vary from camp to camp and week to week, but the typical daily components include: Opening and closing ceremonies, small group time for each age group and their counselors, large group or all-camp activities (special events), lunch, quiet time (or story time for the preschoolers), and activity periods.

The camp programs include but are not limited to: games, sports, drama, swimming (instructional and free swim) art and crafts, cooking, music and singing, outdoor living skills activities, academic enrichment activities, special events, speakers and in house experiences. You may be surprised to have your camper learning about the camp newspaper, cartooning, photography, dance or an ethnic event.

## **GROUP AND ACTIVITY PROGRAMMING**

Campers are grouped with peers of similar ages and participate in the majority of camp activities with this group. This group will have the same counselors with them for the week. This allows the counselors to get to know each camper in depth. For specific activities, such as swimming, the campers will be divided into groups by ability or interest group. This allows the camper to progress more quickly when grouped with campers of the same skill level.

## **SUPERVISION POLICY**

Supervision is one of the key requirements in the prevention of accidents, injuries and/or any harm occurring to a child within our YMCA camp programs. Camp staff must have the ability and skills to assess potential risks during supervision and be able to implement changes to supervision to avoid accidents, injuries or harm. For this reason, all YMCA staff are to be diligent, adhere to and implement the components of the YMCA Supervision Policy at all times for preschoolers and school-age children within care- whether on or off YMCA sites.

Children in camp shall be supervised at all times according to state mandated ratios for each particular age group. Ratios change for swimming and for mixed age groupings. The phrase "supervised at all times" means that each staff person shall be assigned the responsibility of supervising specific children.

# STAFFING

## STAFF ORGANIZATIONAL STRUCTURE

- b. Executive Director
- c. Sr. Program Director
- d. Program/Camp Director
- e. Unit Director
- f. Counselor

## STAFF/CAMPER RATIO

Summer Day Camps adhere (at minimum) to the staff to camper ratios of the Pennsylvania DHS and ACA (American Camping Association):

- Preschoolers through child entering first grade: 1 to 6
- First, second and third grades: 1 to 8
- Fourth grade and older: 1 to 10

## STAFF QUALIFICATIONS & TRAINING

All staff working directly with children in our camp programs are required to have the following trainings/clearances:

- Child Abuse Clearance – renewed every 5 years
- State Police Clearance – renewed every 5 years
- National Sex Offender Registry (NSOR) – renewed every 5 years
- FBI clearance (fingerprint) – renewed every 5 years
- Complete new hire packet and personnel file
- Sign off on the job description
- Verification of age
- Verification of identification
- Verification of experience working with children
- References – minimum of 3 verified
- Bi-Annual health assessment by physician or CRNP
- Negative TB test
- Annual trainings including, but not limited to:
  - Fire Safety (annual)
  - Emergency Response Plan (annual)
  - New Staff Orientation (upon hire)
  - First Aid, CPR/AED/O2 certification
  - Water Safety (annual)
  - Child Observation skills, Inclusion, Diversity (annual)
  - Health & Safety – 10 hours (upon hire)
  - Mandated Reporter Training (5 years)

All staff are required to wear a name tag or staff shirt and project a professional image.

# THINGS TO KNOW

## SWIMMING

Swimming programs are conducted using the Greater Philadelphia YMCA Aquatic standards. Swimming facilities meet all state regulations under the State Swimming pool and Bather's code.

Children may participate in either or both recreational swim and safety and instructional swim, depending on the program provided by each camp. Prior to any swimming activity, campers will be swim-tested and assigned to appropriate swim level groups. Campers will receive a level-appropriate band to let the counselors and lifeguards know the differing swimming levels of each child. Campers will have an opportunity to be re-tested (Mondays) and assigned to higher swim level group.

## DRESS

- Children should be dressed in "camp clothes" such as shorts and t-shirts. Please do not dress children in clothing that cannot get dirty. Campers will be engaging in arts and crafts, sports, games and special events- all have the potential to be messy!
- Children may NOT wear sandals, open-toed shoes or jelly shoes. Closed shoes only.
- Camp T-shirts. Campers will be given a camp T-shirt at the start of the summer. Camp shirts are to be worn on all trip days.

## LOST ARTICLES

Children's belongings should have the camper's name on it with indelible marker. To prevent loss, campers are encouraged to bring and keep their belongings in a labeled backpack. Lost items will be held in the camp's lost and found until the end of the session. Articles not claimed will be donated to organizations for families in need. The YMCA is not responsible for lost or stolen items.

## SECURITY POLICY

All YMCA facilities have security systems as required by the individual needs of the building. There shall be a minimum of two staff readily available at the facility at all times while children are in care. All off-site facilities for Summer Day Camp are inspected by the Branch Executive Leader, Camp Leader or designated staff person before any Summer Day Camp program can be conducted.

## PHOTOGRAPHS AND VIDEOS

By signing the waiver you have agreed to allow the YMCA to use pictures of your child at Y camp for promotional material for the Y. No compensation will be paid and at no time will a child's name be used in the promotional material.

## TRANSPORTATION PROCEDURES

Camp staff may not transport campers in their personal vehicles.

# WHAT TO BRING/WHAT TO LEAVE

## BRING TO CAMP

Campers will need to wear clothing, footwear and socks suitable for sports, being outdoors, doing crafts and generally getting hot and dirty. All items that a child brings to camp must be labeled with his/her name.

### Campers will need to bring in a camp bag or backpack daily:

- Appropriate clothing for outdoor activities
- Bathing suit & towel for the days that swimming is scheduled
- Plastic bag for storage of wet bathing suit
- Water bottle
- Sunscreen
- Sweatshirt or rain gear if weather is inclement
- Lunch (Lunch should be stored in a small lunch bag, lunchbox or cooler, with a reusable frozen icepack daily) Lunches are not refrigerated.
- Two snacks

## LEAVE AT HOME

- Dolls or toys
- Pets
- PSPs, Nintendo DS's, or any other electronic game
- iPods, MP3s, or any other personal music device
- Sports equipment
- Expensive equipment or jewelry
- Cell phones
- Skateboards, roller blades and scooters
- Weapons

**\*\* Please Note:** Toy guns and other toys that promote aggressive behavior do not promote the type of learning and cooperative play according to the principles of our program, please leave these at home.

• **RESPONDING TO RED FLAG BEHAVIORS**

How an organization responds to suspicious or inappropriate interactions, policy violations, and incidents or allegations of abuse can dramatically affect the harm to the individuals involved and the damage to the organization. Once a staff member, volunteer, youth, or parent has expressed a concern or made an allegation about the treatment of a youth, swift and determined action must be taken to reduce any subsequent risk to the youth, to the accused staff member or volunteer, and to the organization. Organizations must establish precise, unequivocal requirements for reporting to the authorities and for adhering to a serious-incident response plan.

**A. RESPONDING TO SUSPICIOUS OR INAPPROPRIATE BEHAVIORS OR POLICY VIOLATIONS**

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member actively participates in the protection of youths. In the event that staff observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

Remember, at our Association, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Staff/Volunteers and Youth
<ul style="list-style-type: none"><li>• Violation of the abuse prevention policies described above</li><li>• Seeking private time or one-on-one time with youths</li><li>• Buying gifts for individual youths</li><li>• Making suggestive comments to youths</li><li>• Picking favorites</li></ul>

All reports of suspicious or inappropriate behavior with youths will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

## 1. STAFF AND VOLUNTEER RESPONSE:

If staff witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the staff or volunteer is instructed to do the following:

### Guidelines for Staff/Volunteers Response to Suspicious or Inappropriate Behaviors and/or Policy Violations

- Interrupt the behavior.
- Report the behavior to a supervisor, director, or other authority.
- If you are not comfortable making the report directly, make it anonymously.
- If the report is about a supervisor or administrator, contact the next level of management.
- Document the report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

## 2. SUPERVISOR AND ADMINISTRATOR RESPONSE:

In the event that a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from a staff member or volunteer, the supervisor is instructed to do the following:

### Guidelines for Supervisors and Administrators Response to Suspicious or Inappropriate Behaviors and/or Policy Violations

- Report to the next level of administration and determine the appropriate administrator to respond to the concern.
- Determine the appropriate response based on the report.
- Speak with the staff or volunteer who has been reported.
- Review the file of the staff or volunteer to determine if similar complaints were reported.
- Document the report on the appropriate form.
- If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
- If appropriate, notify parents and/or guardians.
- Advise the person who reported the behavior that the report is being taken seriously.

Based on the information gathered, the following may be required:

- a. Increase monitoring or supervision of the staff, volunteer, or program.
- b. If policy violations with youths are confirmed, the staff or volunteer must be subject to disciplinary action up to and including termination and prosecution.
- c. If more information is needed, interview and/or survey other staff and volunteers or youths.

### 3. SUPERVISORS AND ADMINISTRATORS RESPONSE TO ABUSE:

In addition to the above response procedures, supervisors and administrators should ensure the following:

#### Guidelines for Supervisor and Administrators Responding to Allegations or Incidents of Abuse

- First, determine if the youth is still in danger and if so, take immediate steps to prevent any further harm.
- Gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
- Accurately record everything you learn in as much detail as you can. Remember your notes may be read by others. Stick to the facts.
- Contact the appropriate local authorities as indicated by your mandatory reporting procedures. Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.
- If the alleged abuse involves a staff member or volunteer, notify your crisis management team and follow your crisis management plan.
- Suspend the accused staff or volunteer until the investigation is completed.

### B. RESPONDING TO YOUTH-TO-YOUTH SEXUAL ABUSE AND SEXUALIZED BEHAVIORS

The thought that one youth may sexually abuse another youth does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few years. Youth-to-Youth sexual activity and sexualized behaviors often remain unreported in organizations because staff and volunteers are not comfortable documenting these situations, or may not know how.

### 4. YOUTH-TO-YOUTH INTERACTIONS:

Most serious incidents of youth-to-youth abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe.

Our organization recognizes that the following interactions are high risk and should be prohibited:

#### Prohibited Youth-to-Youth Interactions

- Hazing
- Bullying
- Derogatory name-calling
- Games of Truth or Dare
- Singling out one child for different treatment
- Ridicule or humiliation

In order to adequately respond to and track incidents within the organization, all sexual activity between youths and sexualized behaviors of youths must be consistently documented.

## **5. STAFF AND VOLUNTEER RESPONSE:**

Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If staff witness youth-to-youth sexual behaviors, they are instructed to follow these guidelines:

### **Guidelines for Staff and Volunteers Responding to Youth-to-Youth Sexual Activity**

- If you observe sexual activity between youths, you should immediately separate them.
- Calmly explain that such interactions are not permitted and separate the youths.
- Notify your supervisor.
- Complete the necessary paperwork including what you observed and how you responded.
- Follow your supervisor's instructions regarding notifying the authorities and informing the parents of the youth involved.
- In some cases, if the problem is recurring discipline may be required including not allowing one or both youths to return to the program.

## **6. SUPERVISORS AND ADMINISTRATORS RESPONSE:**

In the event that a supervisor or administrator receives a report of a youth's sexualized behavior or youth-to-youth sexual activity, the supervisor should do the following:

### **Guidelines for Supervisors and Administrators Responding to Youth-to-Youth Sexual Activity**

- Meet with the staff who reported the sexual activity to gather information.
- Confirm that the youths involved have been separated or placed under increased supervision.
- Review the steps taken by the staff on duty.
- Review the incident report to confirm it is accurately and thoroughly completed.
- Meet with parents of the youths involved.
- Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.
- Notify the proper authorities.
- Develop a written corrective action or follow-up plan in response to the incident



Based on the information gathered, the following may be required:

- a) Review the need for additional supervision
- b) Review the need for revised policies or procedures
- c) Review the need for additional training
- d) Alert others in the organization

## **7. ORGANIZATIONAL RESPONSE:**

After the internal review of the sexualized behavior or youth-to-youth sexual activity, the organization will determine what can be done to prevent a reoccurrence, such as:

Guidelines for Organizational Response
<ul style="list-style-type: none"><li>• Review the need for additional supervision.</li><li>• Review the need for revised policies or procedures.</li><li>• Review the need for additional training.</li><li>• Alert others in the organization.</li></ul>

## **NON-DISCRIMINATION POLICY**

The Greater Philadelphia YMCA ("YMCA" ) embraces values and beliefs which support and reflect the inclusion and appreciation of all individuals, regardless of race, color, physical or mental disability (including use of a guide dog, hearing dog, or service dog), religion, creed, sex, pregnancy, childbirth or related medical conditions, sexual orientation or affectional orientation, gender identity or expression, national origin, ancestry, nationality, age, veteran status, uniform service member status, genetic information, atypical hereditary cellular or blood trait, marital status, domestic partnership status, civil union status, familial status, or any other protected class under federal, state, or local law. We are proud to be an equal opportunity employer and provider of services to the community.

### **Nondiscrimination in the Provision of Services to Persons with Disabilities**

As a place of public accommodation, the YMCA is proud to serve a diverse community of individuals, including those with disabilities. The YMCA will work with prospective and current participants with disabilities, and/or their parents/guardians, to ensure that individuals with disabilities are offered full and equal enjoyment to the YMCA's goods, services, facilities, privileges, advantages and accommodations. The YMCA does not discriminate in the provision of services to individuals with disabilities, including children with diabetes, in any YMCA programs including, but not limited to, childcare, camps, before and after-school programs, classes and recreational programs. Accordingly, the YMCA will not exclude individuals with disabilities from enrollment. The YMCA also will not impose or apply eligibility criteria that tend to screen out or screen out individuals with disabilities.

Prospective or current participants with disabilities, and/or their parents/guardians, may, at any time, request modifications to the YMCA's policies, practices and procedures and/or request auxiliary aids or services. Reasonable modifications and auxiliary aids and services can be wide-ranging. A few examples include: working with children who have diabetes to administer the necessary care they need, allowing a program participant to have a service animal, and providing sign language interpreters.

All requests for modifications or for auxiliary aids and services should be directed to the applicable Program Director, the Branch ADA Compliance Officer or the Association Office ADA Compliance Officer. Program Directors may be reached in person or by calling the Branch's main telephone number and asking for the Program Director. Contact information for Branch ADA Compliance Officers is located at <https://philaymca.org> under the "About Us" tab. Jim Cavanaugh, Sr. Director, Safety & Risk Management, may be reached at [james.cavanaugh@philaymca.org](mailto:james.cavanaugh@philaymca.org) or at 484-431-6919.

The YMCA will work with prospective or current participants in our programs, and/or their parents/guardians, to promptly address all requests for modifications to the YMCA's policies, practices and procedures and/or for auxiliary aids or services and to determine what reasonable modifications and/or auxiliary aids and services are available. Our goal is to ensure that all participants in our programs with disabilities have access to the full and equal enjoyment of all YMCA programs. Accordingly, the YMCA conducts individualized assessments on the specific facts of each request and will not apply a general prohibition against providing particular types of reasonable modifications.

The YMCA will make reasonable modifications for individuals with disabilities, including children with diabetes, unless the request for modification amounts to a fundamental alteration of the applicable YMCA program. Similarly, the YMCA will provide auxiliary aids and services for individuals with disabilities, unless the request for the auxiliary aids or services creates an undue burden or amounts to a fundamental alteration of the applicable YMCA program.

The YMCA prohibits retaliation against any individual for exercising their rights to request and/or receive a modification to the YMCA's policies, practices and procedures or auxiliary aids and services. The YMCA further prohibits retaliation against any individual who in good faith participates in any investigation or proceeding related to a request for modification to the YMCA's policies, practices and procedures or auxiliary aids and services.



**\*\*PARENT/GUARDIAN COPY\*\***

## **ACKNOWLEDGMENT OF RECEIPT OF FAMILY HANDBOOK**

This is to acknowledge that I have received a copy of the Greater Philadelphia YMCA Camp Family Handbook. I understand that the handbook is intended to serve as a guide of the YMCA's policies and procedures as well as a program overview and resource.

I acknowledge that I have read the information herein and understand that it describes the responsibilities of both the parents/guardians and the YMCA for the camp program.

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Parent/Guardian Signature

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Date

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Child's Name

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Program / Branch