

2024 Summer Day Camp Family Handbook

YMCA of Greater Brandywine



Welcome to Summer Camp 2024!

Our goal this season is to nurture the potential of every child and teen in order 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.

The Summer Day Camp experience at our Ys provides programs that encourage campers to:

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

Communication and parental involvement are essential for a positive camp experience. Please make every attempt to read the literature posted at your child(ren)'s camp site, electronic newsletters and any information that is sent home. Your understanding and cooperation with camp policies will ensure a smooth summer for all of our children.

This guide provides useful camp information. If you need additional information, have questions or would like to discuss your child's camp experience, please feel free to contact the camp program director. We look forward to serving your family this summer!

Thank you for choosing the YMCA of Greater Brandywine as your child's place to grow this summer. We look forward to getting to know you and your child even better and making this summer one to remember!

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Welcome to Summer Day Camp at the YMCA of Greater Brandywine!

Our goals and objectives

Our goal this season is to nurture the potential of every child and teen in order to help them grow and develop into the best person they can be. At our summer camps, children will experience new activities, develop communication skills and make new friends in a safe, secure environment.

The Day camp experience at our Y's provide programs that encourage campers to:

1. **Develop a Sense of Belonging** – Youth are connected to and feel supported by peers and staff.
 - Be a part of something bigger than them – the camp community/family
 - Experience opportunities to share and express their ideas with a group
 - Experience opportunities to make choices for themselves and the group
 - Experience the camp spirit within them and enjoy sharing it with others
 - Respect themselves, others and nature.

2. **Sense of Achievement** – Youth learn and develop important skills resulting in increased confidence and self-esteem.
 - Experience new things
 - Experience a variety of activities - outdoor, physical and creative
 - Use their imagination
 - Experience a sense of pride in their actions, choices and projects
 - Enjoy reading through storytelling, silent reading and reading aloud
 - Learn swimming skills and water safety, and be active
 - Learn swimming skills, be safer around water, and be active

3. **Building Relationships** - Youth will make friends and be supported by positive adult role models.
 - Make friends, have fun and enjoy being a kid
 - Develop relationships with adults who believe in them
 - Become a productive member of a group

SUMMER DAY CAMP FOCUS

At our summer camp, our focus is on fostering holistic development in a joyful and inclusive setting. We prioritize:

1. **Fun and Adventure:** Creating an exciting and dynamic environment where children can explore new activities, take on challenges and discover the thrill of adventure.
2. **Learning and Skill Building:** Offering a diverse range of educational and recreational activities that promote learning, creativity and development of new skills.
3. **Friendship and Community:** Encouraging positive social interactions, teamwork, and building of meaningful friendships to create a strong sense of community among campers.
4. **Safety and Well-being:** Prioritizing the safety and well-being of every child through attentive supervision, secure facilities, and health conscious practices.
5. **Nature Connection:** Embracing the outdoors and encouraging an appreciation for nature through outdoor activities, environmental education and exploration.
6. **Inclusivity and Diversity:** Celebrating individual differences and fostering an inclusive atmosphere where every child feels valued, respected, and included.
7. **Memorable Experiences:** Creating lasting memories by offering a variety of engaging memorable experiences that contribute to each child's personal growth and happiness.

Our dedicated team is committed to providing a positive and enriching summer camp experience that leaves a lasting impact on the lives of our campers.

OUR PURPOSE

The purpose of our summer day camp is to provide a vibrant and inclusive environment where children can explore, learn, and create lasting memories. Through a blend of engaging activities, skill-building adventures, and positive social interactions, we aim to foster personal growth, build self-confidence, and cultivate a sense of community. Our dedicated team is committed to ensuring a safe, supportive, and fun-filled space where each child can embrace the spirit of summer and bring home experiences that will resonate for a lifetime.

ADMISSION INFORMATION

YMCA OF GREATER BRANDYWINE MISSION STATEMENT

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

EQUAL OPPORTUNITY PROVIDER

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

REGISTRATION INFORMATION

Please note camp registration takes place online.

A camp deposit of \$35 per child per week is due at the time of registration. Deposits are non-refundable and non-transferrable and are subtracted from your weekly rate.

EPACT Emergency contact, Program Authorization form, Program selection form and health information will be collected electronically through ePact after online registration and deposit is submitted - **ePact must be completed prior to your child's first day of camp.**

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.

CAMP HOURS

- Full Day Programs: 9:00 AM to 4:00 PM – Camp drop off begins at 8:45am.
- Half Day Programs: 9:00 AM to 12:00 PM or 1:00 to 4:00 PM
- Before Camp Time (SPARK AM)- \$25/week/camper 7:00am-8:30am
- After Camp Time (SPARK PM) (FREE)* 4:00-6:00 PM

(*Campers who attend camp through the Y Scholarship program at the Oscar Lasko YMCA pay \$25 per week, per child for Before and After Care.)

LATE PICK UP

The extended camp day ends at 6:00 PM. If you are going to be late picking up your child, please arrange to have an authorized pick-up person arrive by 6:00. Campers who are picked up late from extended camp time, will be charged a late fee of \$5.00 for pickup one to five minutes past program end time, and \$1.00 per minute thereafter will be charged for pick-up after 6:00pm. If late pick up becomes habitual, the camper(s) may be dismissed from camp.

DAILY SIGN IN/OUT POLICY

- AM SPARK drop off: 7am-8:45am (Additional fee for this program)
- PM SPARK pick up (FREE) 4pm-6pm
- Regular Camp Hours: Drop off 9:00am/Pick up 4:00pm
- A sign in/out area will be available when you arrive at the site.
- Please follow the drop off procedures at the specific camp site your child is attending.
- You must sign in/out through ePact when dropping off and picking up your child(ren).
- Your child will only be released to the parent/guardian or other authorized adult you have indicated on Epact. This list can be updated on Epact at any time.
- Please provide a copy of your custody agreement if applicable.
- Identification will be checked daily. Anyone who you have listed as an authorized pick-up person will be asked to show picture identification at time of child pick-up. While we know it can be inconvenient to show your ID every day, we appreciate your support of our staff in helping to keep your children safe.
- For the safety of your child, we will not release your child to anyone who appears to be under the influence of drugs and/or alcohol. If the authorized adult appears to be under the influence of drugs or alcohol, for the child's safety, staff will ask for the child to be transported by another approved adult.
 - If the parent/caregiver refuses to contact someone else staff will call the police immediately and not release the child to the parent.
- Pick up your child on time each day. If an emergency arises and you are unable to reach the site before closing, call the staff to inform them of your progress and make arrangements with another pick-up person.

Please be advised that if an adult not on the pick-up list comes for your child, we will not be able to release your child to that person, even if the child recognizes that person. All persons signing out children must be at least 18 years of age and children may not sign themselves in or out!

PAYMENT/FEE INFORMATION

CAMP PAYMENTS

Payments must be made through weekly automated drafts or in-full at the time of registration. Camp payments are processed two Sundays prior to the camp start date. Camp payments are not able to be split between two or more payers.

SIBLING DISCOUNT

Families with two or more children signing up for the same camp week receive 10% off the lowest weekly fee. (Restrictions apply) Please fill out the discount form on the website after completing your registration. Discount is not able to be combined with financial assistance and/or staff discount.

CANCELLATIONS/CHANGES/LATE REGISTRATION

No changes are available within two weeks of the start of the camp week. Registration for each camp week must be submitted online, by 10pm on the Wednesday prior to the start of the camp week.

The YMCA asks for a camp change form to be submitted to the YMCA for withdrawals or changes to camp no later than two weeks in advance of the camp start date. If a child is dismissed from camp for any reason, there will be no refund for the remainder of the camp week.

Please contact our Summer Camp Team at campadmin@ymcagbw.org if you need to cancel your camp registration.

FINANCIAL ASSISTANCE

The Y is a non-profit charitable organization that strengthens the foundations of our community. Interested families must first contact the Early Learning Resource Center at (866) 262-8565 to see if you qualify for subsidized child care. If you do not qualify with Childcare Works (CCW) or are wait listed, then you may apply for YMCA financial assistance. Thanks to the community's donations to the Y's Annual Campaign, the Y offers financial assistance for various programs and membership for those unable to pay the full fees. Once your financial assistance is approved and your membership is active you may complete your online registration to receive the discount.

SPECIALTY CAMPS

Select camps with limited enrollment may require higher deposit amounts to reserve placement.

VACATIONS

There will be no credit for vacation weeks. If your family wishes to take a vacation, do not register for camp sessions during vacation week.

REFUND/CREDIT POLICY

Camp deposits are non-refundable.

Refunds, less the \$35 non-refundable deposit, will be granted if requested in writing, prior to **June 1, 2024**. After **June 1, 2024** refunds will be issued in the form of an account credit towards any YMCA program. This credit will not include the non-refundable \$35 deposit per week. No credit will be granted for a cancellation requested less than 2 weeks prior to the start of the registered camp session.

Please contact our Summer Camp Team at campadmin@ymcagbw.org if you need to cancel your camp registration.

- **No Show** - If you are registered for a camp session and do not attend for any reason and/or do not notify us that you will not be attending at least two weeks prior to the start of the session, refunds will not be issued.

Credits for Illness or Quarantine:

- **In the event that your child is sick or injured and will miss more than 3 days of camp, a YMCA account credit- less the \$35 non-refundable deposit will be issued.** No refunds will be available. **Medical note is required.**

- All camps are offered Monday-Friday. If you are not able to attend any portion of the camp week no pro-rated fees, credits or refunds will be provided.

Questions or enrollment changes should be directed to our summer camp team at campadmin@ymcagbw.org.

COMMUNICATION

INFORMATION NIGHTS

Parents are encouraged to attend information nights/Open House events. Dates are listed on the website for each branch. Additionally, you can contact your camp leader to learn more information about the camp structure.

EMERGENCY CONTACT INFORMATION

Complete emergency contact 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 via ePact. 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.

WEEKLY UPDATE

Each camp will send out a weekly newsletter via email. Please ensure your email address is correct in our Active Net system. The emails will be sent via Hubspot. This will keep you up to date regarding upcoming events and plans for the next week.

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 YMCA/camp office by 8:30am whenever a child will not be attending on a scheduled day. Parents can leave a voicemail, or email the camp leader as well.

EMERGENCY PICK UP SITUATIONS

In an emergency a child may be released to an individual upon the oral designation of the parent/guardian, if the identity of the individual can be verified by a staff person (PA Code 3270.117).

1. Identifying parent for oral designation
 - After parent/guardian requests an oral designation for pick up staff must verify it is the parent who is making the request.
 - Staff must call the parent back via one of the telephone numbers listed on the child's contact information form.
 - If the parent/guardian answers and confirms that they made the request, log the following information:
 1. The name of the parent making the request.
 2. The date and time of the request.
 3. The name of the individual to whom the child is to be released.
 4. The name of the staff person taking the call.
 5. The name of the staff person releasing the child.

- When the oral designee pick up arrives check their ID to ensure they are the designee and log their ID state and number before releasing the child.

LISTEN 360 SURVEYS

At the end of Week 3, 6, and 9, the YMCA will send out electronic surveys to parents to provide you with a voluntary opportunity to provide feedback on the program and our level of service to you and your child. We encourage your participation in these surveys as it is a significant tool for the YMCA to strive for program excellence.

BEHAVIOR MANAGEMENT

CHARACTER VALUE EXPECTATIONS

In keeping with the YMCA mission and character values of caring, honesty, respect and responsibility, appropriate behavior is expected of all participants in YMCA programs. Respectful interactions with program participants and YMCA staff are at the core of the YMCA mission and essential to having a successful program experience. Non-YMCA patrons are also part of our camp experiences and need to follow our character value expectations.

1. Every person has the right to be safe and healthy within his or her YMCA program environment, including;
 - a. Security and privacy of personal items.
 - b. Freedom of verbal, physical and mental abuse.
2. Every person has the right to be respected and treated fairly in a civilized manner.
3. Every person has the right to grow in spirit, mind and body and is equally valued and important to the YMCA. It is implied that these rights apply to all individuals, staff and parents alike. If a person infringes on another's rights, the YMCA staff will practice zero tolerance and take appropriate action to remedy the situation.

YMCA CORE VALUES

The YMCA of Greater Brandywine is committed to a value-based character development curriculum. Teaching of the following core values is incorporated into all youth activities:

- **Caring:** Interest and concern - including compassion, friendliness, generosity, kindness, love, mercy.
- **Honesty:** Fairness of conduct and adherence to facts - including sincerity, truthfulness, honor, forgiveness, moderation, orderliness.
- **Respect:** Special regard for self and others - including assertiveness, consideration, courtesy, gentleness, unity, tolerance, humility.
- **Responsibility:** Moral, legal and mental accountability - including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.

YMCA BEHAVIOR MANAGEMENT GUIDELINES

The YMCA of Greater Brandywine youth development programs provide a safe environment for children to develop healthy spirits, minds, and bodies. Developing and displaying positive character values is very important to the Y. Caring, Honesty, Respect and Responsibility, our four core values, are a large part of our commitment to offering a safe and exciting program. We are dedicated to each child thriving and having a successful experience by exposing them to positive role models, implementing reward systems, and promoting respect for self and others.

We understand each and every child is different and responds differently in certain situations. With clear behavior guidelines, we strive to prevent incidents, using redirection, having clear rules (*which are developmentally appropriate*), and giving positive reinforcement. If incidents arise requiring a discipline procedure to be utilized, the YMCA will use a progressive discipline model. Progressive discipline refers to increased consequential severity if a child repeatedly violates rules or becomes harmful to themselves or others.

Behavior standards are broken into three categories, Minor (Level I), Major (Level II) and Critical (Level III). Each category carries its own series of consequences. Below you will find the definition of the categories and actions associated with each level.

LEVEL I	LEVEL II	LEVEL III
Disrespect (<i>towards staff/peers</i>)	Inappropriate Language	Fighting
Disruptive Behaviors	Spitting	Biting
Excessive Horseplay	Property Destruction	Harassment, Intimidation, or Bullying
Repeatedly not following directions/program rules	Threatening comments/gestures	Leaving assigned program area (<i>without permission</i>)
	Teasing	Severe aggression, causing harm to staff/peers
	Physical Aggression (<i>EX: pushing, tripping, hitting, kicking, etc.</i>) that is repeated/targeted towards peers or staff	

There are many factors that contribute to the consequences of the above behaviors and camp leadership and our behavior management teams take all of this into consideration.

The YMCA of Greater Brandywine has a progressive behavior management plan that we utilize in our summer camp program. The severity of the situation will dictate the consequence of the behavior. In extreme cases, a child’s behavior, may warrant immediate suspension or dismissal from the program.

All behavior management decisions are up to the discretion of the camp leadership, branch leadership and behavior management team.

Additionally, these below listed behaviors will not be tolerated in YGBW camps.

The use or possession of alcohol, tobacco, e-cigarettes, weapons or any controlled substances by any program participant will result in dismissal from the program.

Use of cell phones, cameras or other electronic devices during program hours is prohibited. Such equipment, if present, will be asked to be put away or confiscated and returned at the end of the day.

Criminal behavior of any sort will not be tolerated. This includes the unauthorized use or theft of YMCA of Greater Brandywine program participant or staff member property. Intentional damage or theft of program equipment or any site visited will lead to dismissal from the program and be reported to local law enforcement.

HATE SPEECH POLICY AND PROCEDURES

Our mission is to ensure that all staff, participants, and their family enjoy an inclusive environment free of discrimination and hate. To ensure a safe environment, the YMCA of Greater Brandywine has a strict policy against any hate speech and/or microaggressions towards any individual. If any individual expresses any hate or microaggression towards another individual, in which based on the aggressor's age and developmental stages then disciplinary action will be taken up to and including expulsion from the YMCA's programs.

Hate Speech shall be defined as speech that is intended to insult, offend, or intimidate a person because of some trait (as race, religion, sexual orientation/gender identity, national origin, or disability).

Microaggression shall be defined as a comment or action that subtly and often unconsciously or unintentionally expresses a prejudiced attitude toward a member of a marginalized group (such as a racial minority, religion, sexual orientation, national origin or disability.)

The YMCA of Greater Brandywine has an investigation procedure and committee in place and we take every accusation of hate speech directed at staff or program participants very serious. Suspension from our programs may occur during the investigation process. No refund/program credits will be issued for any missed time.

BULLYING INVESTIGATION

The YMCA of Greater Brandywine takes any type of bullying accusations very seriously. We have put into place an investigation process when any camper accuses another camper of bullying which could result in suspension and/or dismissal from our programs upon determination and results.

FIELD TRIP BEHAVIOR

The YMCA behavioral management guidelines and site-specific policies are effective during all field trips. If the child(ren) is misbehaving at an off-campus site the parent/caregiver will be asked to pick up the child(ren) at the field trip location. Field trips are a privilege and can be revoked at any time due to behavioral issues.

CODE OF CONDUCT, BABYSITTING

The YMCA of the Greater Brandywine Staff Code of Conduct prohibits staff from babysitting or transporting any program participants. Please refrain from asking our staff to babysit or transport your child.

REFERRAL TO OUTSIDE AGENCIES

In an effort to best support children's needs, from time to time, because of behavioral or developmental concerns, a camp leader may ask a parent to seek evaluation or assistance from another agency (ie- Intermediate unit or human services). If the parent refuses or does not follow through, we may have to release the child from the program.

RELATIONSHIP BETWEEN FAMILIES AND STAFF

The YMCA believes that the best way to ensure a great camp experience for your child is for parents and staff to have a relationship with the best interests of your child in mind. We want to work together to learn about your child. Please come to the director and/or camp staff with any questions or concerns. The staff treat families and visitors with professionalism, and we ask that they be treated in the same manner. Behavior that is inappropriate, disrespectful, threatening or abusive in nature will not be tolerated.

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, camp lead, 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 ensure 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. Sometimes the drills are silent for child care only and sometimes they are full building. 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 DRILLS

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

TRANSPORTATION EMERGENCY PROCEDURES

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

MEDICAL EMERGENCY PROCEDURES

In case of an accident, the following emergency procedures will be followed:

1. A staff member will administer immediate, basic first aid. 911 will be called if needed. Know 911 is called for all serious neck/head injuries. A staff person will accompany the child to the hospital and stay until a parent or guardian arrives.
2. A staff member will contact the parent if immediate medical care is necessary.
3. Information regarding the accident will be recorded. Any necessary forms will be completed by YMCA staff and forwarded to you for your signature.

CHILD ABUSE REPORTING

The Child Protective Services Law of Pennsylvania requires all licensed care givers or any persons in contact with children to report any suspected child abuse to CHILDLINE immediately. Every staff person at the YMCA will comply with this law to protect the health and safety of all the children.

Abuse Prevention – General

The YMCA of Greater Brandywine takes the safety of all children and vulnerable populations seriously. All children and vulnerable populations must be given the opportunity to be safe in order to grow, thrive, and reach their full potential. Any form of abuse or mistreatment within our facilities is prohibited. This document outlines acceptable language, behaviors, and actions for employees, volunteers and consumers as well as behaviors and language that may present “red flags” and should be reported immediately.

Understanding the facts about child sexual abuse is crucial for addressing abuse and informing prevention efforts, policy decisions, and support services. We know that today:

- 1 in 10 children are sexually abused before their 18th birthday
- 90% of children who are abused know the abuser
- There are more than 60 million adult survivors of childhood sexual abuse in the U.S. yet, 80% never reported their abuse.
- False reports are rare. Research shows that less than 5% of child sexual abuse reports are fabricated.

Abuse situations can occur:

1. At home or away from the Y; signs are observed at the Y or a child makes a disclosure to someone at the Y
2. At licensed sites or in contracted programs; and In all Y programs.

At the Y:

1. Staff (employee or volunteer) can break rules or cross boundaries of appropriate interaction with children, youth or young adults;
2. Children & youth can sexually act out by themselves or with other children, including bullying or intimidation.

Educating participants:

Participants may be informed in a manner that is age appropriate of their right to set their own "touching" limits for personal safety, and they will be encouraged to tell an adult if someone is acting inappropriately and/or abusing them

Training

The YMCA of Greater Brandywine requires all employees, regardless of position, and all high access volunteers to complete annual Child Abuse prevention training as a part of their training program. This training teaches how to recognize red flag behavior, rule breaking, abuse, and how to respond. The training is intended to provide staff and volunteers with an increased awareness and understanding in regard to abuse prevention. As an organization that strives to maintain safe spaces for all, ensuring that staff are able to recognize and respond when needed is a key component of our program.

Abuse Prevention – Behavior Guidelines working with Pre-K

The following chart is intended to help clarify appropriate and inappropriate behaviors between staff, volunteers, children, and vulnerable populations. This list is not all inclusive. Please be aware that even touch that is deemed appropriate can become "red flag" behavior when it is excessively, singles out individual children, is done against a persons wishes, or is done for the pleasure of the person initiating the touch.

Appropriate Behavior	Inappropriate Behavior
<ul style="list-style-type: none"> · Side hugs or "A" Frame hugs · Hand Shakes, High Fives, or other hand/arm greetings · Holding hands to guide or keep safe · Fixing hair – putting clips back in or helping to pull hair out of face · Caressing back to calm (naptime or injury) · Verbal Praise · Encouragement · Age Appropriate Jokes 	<ul style="list-style-type: none"> · Physical Abuse – Shaking or use of force including pulling/pushing · Restraint · Verbal Abuse/Emotional Abuse · Neglect – failure to provide for basic needs (food, safety, cleanliness) · Inappropriate physical touch – tickling, lap sitting, wrestling etc. · Bullying or roughhousing · Inappropriate consequences · Being nude in front of youth · Singling a child out · Unwanted touch

Guidelines working with School Age

The following chart is intended to help clarify appropriate and inappropriate behaviors between staff, volunteers, children, and vulnerable populations. This list is not all inclusive. Please be aware that even touch that is deemed appropriate can become "red flag" behavior when it is excessive, singles out individual children, is done against a persons wishes, or is done for the pleasure of the person initiating the touch.

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Abuse Prevention – Individual Policies

Bathroom

Staff should always take more than 1 child to the bathroom when feasible. When using individual stalls staff will ensure the stall or restroom is clear of other people prior to letting a single child enter. Staff will remain in an area visible to other staff and/or members at all times. If staff need to assist a child, they will always do so with the door open to ensure others can see in and the staff can maintain sound supervision of any other children in their care. Volunteers should ask parents to escort children to the bathrooms as needed. If that is not feasible volunteers should follow the above policy.

Locker Room

Staff should only use locker rooms when changing is a necessity or single bathrooms are not an option. Prior to allowing children to use locker room area, the area should be cleared of members. Staff will position themselves in central area where they can maintain supervision of all areas of the locker room. When feasible allow children to change in individual stalls to prevent child to child abuse situations. Staff should never change with program participants in the locker room. Volunteers should ask parents to escort children to the locker rooms as needed. If that is not feasible volunteers should follow the above policy.

Child Safety

All allegations or incidences of abuse will be taken seriously by the YMCA of Greater Brandywine. Allegations of abuse may occur years after the event, this does not make them less credible. Anytime anyone makes a formal or informal complaint it is our responsibility to take immediate steps to protect all parties involved and start the investigation process.

Parents/Guardians, participants, and members may directly report concerns or grievances to the program director or the branch executive director in person, via phone, or via email. The YMCA

will respond to all reports as soon as possible.

Gift Giving

Offering or Accepting Gifts, Gratuities and Other Items

Whenever an employee deals with a supplier, a member or governmental agency as an agent of the YMCA of Greater Brandywine, the employee has an obligation to act solely in the YMCA's best interest. This obligation includes not only those acts formalized by written contracts, but also covers the everyday business relationships with suppliers, members, governmental officials and government employees. Employees are prohibited from giving or accepting substantial gifts or gratuities. An exception may be made for gifts that are considered to have insignificant value, and could in no way cause the YMCA of Greater Brandywine to be embarrassed, obligated or to incur liability. YMCA of Greater Brandywine employees, agents and representatives may not accept gifts, gratuities or entertainment of high value in connection with business discussions. (For example: priority enrollment in a sport or program, extra court or other facility use time, or other accommodation that would be deemed inequitable to other members.)

YMCA of Greater Brandywine employees, agents and representatives may accept meals, refreshments or entertainment of nominal value in connection with business discussions. Luncheons or dinner meetings, held to conserve time and build relationships, are an acceptable practice. They should, however, be infrequent and the other party should not be permitted to consistently bear the expense. Such expenditures should be nominal.

At no time should a YMCA of Greater Brandywine staff member provide gifts or favoritism to any campers or participants.

One to One Interactions

The YMCA of Greater Brandywine have several processes in place to avoid 1:1 interaction between staff and campers. If there is a situation where a staff member may be left 1:1 with a camper, they are instructed to go to an area that is in the public eye. This is for the protection of the camper and staff member.

Electronic Communications

YMCA of Greater Brandywine staff are not permitted to have contact with participants or participants families via social media platforms.

The posting of photos, video, or images on an employee's personal page of members or children in YMCA programs or activities is strictly prohibited. Use of the YMCA logo is also prohibited. If an employee uses the YMCA name (including names of camps or other programs) in any such communication, they should be especially careful to support the YMCA's image and mission. This does not, however, apply to the administrators of our branch pages or the closed Facebook group who are acting on behalf of the organization as an authorized representative. Employees

may share, like, tag, etc. The authorized posts administrators create on branch Facebook pages or any closed Facebook group in lieu of creating their own.

We know from several investigations into real-world child sexual abuse that predators will often use social media to gain access to or groom children prior to abuse. That's why connecting with children on any of your social media platforms is strictly prohibited. This prohibition includes private messaging, the sharing of social media accounts, the exchange of cell phone numbers, email addresses, as well as physical mailing addresses. "Good intentions" and "harmless gestures" do not excuse private communication with underage children, as such actions can be misinterpreted.

If you already have an outside connection with a staff member within the organization, or a staff member tries to initiate an outside connection, we ask that you report this to a YMCA of Greater Brandywine leader immediately so we can handle this according to our social media policies.

Abuse Prevention – Responding

Because of our concern for the welfare of children, the YMCA of Greater Brandywine has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. Under the law, staff and many volunteers of the YMCA of Greater Brandywine are mandated reporters of any instance of suspected or observed cases of child abuse.

ChildLine: 800-932-0313

www.compass.state.pa.us/cwis

When must a mandated reporter make a report?

A mandated reporter must make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
- The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

State regulations allow all staff to report suspected abuse directly to ChildLine 800-932-0313.

PLEASE CHECK OUR WEBSITE FOR ADDITIONAL SAFETY PROTOCOLS

ymcagbw.org

HEALTH, ILLNESS, INJURY AND ACCIDENTS

ILLNESS POLICY

We ask that you keep your child at home if they are sick. Many communicable diseases start with cold-like symptoms. The YMCA asks to be informed of the nature of any illness, especially when it is communicable to others. If, at any time, the staff feels that your child is too sick to remain in the program, you will be called. You, or someone you designate who is authorized on your child's registration information for pick up, must pick up the child within one hour of receiving the phone call. This policy is for the safety of all of the children and the staff.

Your child should not be sent to camp, and will be sent home, if any of the following conditions are apparent:

- A temperature of 100.4 degrees or more within 24 hours
- 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 at Directors discretion
- Vomiting regardless of the cause
- Diarrhea regardless of the cause
- Impetigo, ring worm, or scabies until treated
- Lice
- Severe cold, excessive coughing, sneezing, and/or excessive nose drainage
- Bronchitis or other throat infections, until treated for at least 24 hours
- Pain reported in stomach or head

Parents, please notify us within 24 hours if your child has a communicable disease, such as chicken pox, pink eye, strep throat, covid or lice so that we can inform other parents and staff. Your child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

The child must remain free of symptoms, fever, nausea, etc., for 24 hours before they can be readmitted to the program. Children with signs of communicable or contagious disease will be readmitted only with a signed note from a medical professional stating they are no longer contagious.

CREDITS FOR ILLNESS

- No refunds will be available.
- All camps are offered Monday-Friday. If you are not able to attend any portion of the camp week no pro-rated fees, credits or refunds will be provided.

Questions or enrollment changes should be directed to our summer camp team [at campadmin@ymcagbw.org](mailto:campadmin@ymcagbw.org).

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 Incident report will be completed by the staff person on the site at the time of the accident. 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 contact, we will have the child transported to an emergency room in the company of a staff member and will provide the hospital with as much information as possible from your child's camp file. 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 POLICY

A copy of a doctor's order (prescription) and a completed medication form (See Appendix of this handbook for form) must be submitted prior to the administration of all medications.

All prescription medication must be in its original container with the pharmacy label intact, with your child's name, dosage, doctor's name and phone number, date the prescription was filled, expiration date and specific instructions for administering and storing the medication. You may want to ask your pharmacist to divide the medication into two bottles; one to be kept at home and

one to be kept at camp. Medication(s) must be signed in and out each week. We will not keep medication for the entire time your child is with us. This includes all over the counter medication.

- 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.

Over the counter medication will only be accepted if it's in its original container. Parents must provide detailed information on dosage from a physician.

NUT-FREE POLICY

We recognize food allergies can cause serious, life-threatening conditions for some children in our camp program. Our nut free policy dictates that no food will be permitted in our program if it contains tree nuts, peanuts, or peanut butter in the ingredients or indicate they were manufactured in a plant using nuts.

The Y believes the health and safety of our children is a collaborative partnership with our families involving prevention, education, communication and the development of food allergy action plans for all children with allergies.

ALLERGIES

When filling out the camp registration forms, please be sure to specify if your child has any allergies to food or materials (example: latex). Please ask for an Allergy Action Plan to fill out if

your child has allergies. If your child requires an EpiPen due to severe allergies please provide at least one Non-expired EpiPen to keep in the camp area.

You will also need to fill out a medication log form to be kept with the EpiPen. It is the parents' responsibility to ensure that new EpiPens are given to the camp director when existing EpiPens

expire. Parents are also responsible for the disposal of used EpiPens. It is our policy that if your child is prescribed an EpiPen and it is used in response to an emergency situation, paramedics will be notified immediately.

INSECT REPELLANT

Application of insect repellent is necessary for children who will be in an area that is wooded.

Some camp sites are located in a wooded area, so please be sure to apply insect repellent and tick repellent each morning prior to your arrival at camp. Parents are notified of trips that would

require the application of insect repellent and will be asked to supply the appropriate repellent with the child. If the site has a 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 will children under the age of six will be required to complete a medical release form in order for YMCA staff to apply repellants.

SUNSCREEN POLICY

Parents should apply sunscreen prior to attending camp or other program where the child will be exposed to the sun. Each child is required to bring their own sunscreen labelled with their name. YMCA staff will not apply sunscreen to children and will not be responsible for maintaining sunscreen for each child.

DAY CAMP STRUCTURE

Daily Schedules

Daily activities vary from camp to camp and week to week, but the typical daily components include: Opening/Closing ceremonies, small group time for each age group and their counselors, large group or all camp activities (Special events), lunch, quiet time, and activity periods. The camp programs include, but are not limited to: games, sports, drama, recreational swimming, arts & crafts, cooking, music, outdoor living, science and nature, academic enrichment activities. Weekly In house experiences will take place in lieu of field trips with the exception of Teen Trek camp.

GROUP AND ACTIVITY PROGRAMMING

Campers are grouped with peers of similar ages and participate in the majority of camp activities with this group. Staffing can sometimes be challenging, but our goal is to have the same counselors with them for the week. This allows the counselors to get to know each camper. For specific activities, such as swimming, the campers will be divided into groups by ability. 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 of Greater Brandywine 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.

Staff Organizational Structure

The YMCA of Greater Brandywine team work to establish a camp structure which depends on the total number of campers enrolled in camp weekly. Camp support includes camp leadership-camp director, unit leaders and behavior specialists, branch leadership and executive directors and Association wide support. Camp staff also includes head counselors, specialists, counselors and junior counselors.

STAFFING

Staff/Camper Ratio

Summer camps adhere (at minimum to the staff to camper ratios recommended by the American Camp Association (ACA):

- Ages 5 years and younger 1 to 6
- Ages 6-8 years 1 to 8
- Ages 9-14 years 1 to 10

CAMP STAFF QUALIFICATIONS/TRAINING

Our counselors have experience with children and many are taking class in child care, physical education art, or related fields.

All staff are required to wear a name tag or staff shirt and project a professional image. Conditions of employment include, but are not limited to, the following:

- First Aid/CPR

- Background/Screening Process
- Training in Safety and emergency procedures
- Program specific certifications
- Criminal history clearance from PA State Police
- Child Abuse History Clearance
- FBI Clearance
- 2 written references
- Proof of education, college course, and/or experience.
- All staff are required to have 40 hours of training prior to the start of camp. In addition, they receive on the job training, and are required to attend staff meetings on a regular basis. Topics include, but are not limited to: Child care knowledge, group work skills, behavior management, emergency procedures, and program content.

THINGS TO KNOW

SWIMMING (For 14 Years of Age and Younger)

The YMCA of Greater Brandywine is committed to ensuring everyone is safe while swimming in our pools. Individuals must participate in a swim test and will be issued a green, yellow or red band. These bands help our lifeguards identify if a child/youth is outside of their swimming ability area. YMCA staff reserves the right to retest any swimmer at any time. **PLEASE NOTE:** All campers will be retested during the camp season regardless of whether or not they currently have a YMCA swim test.

Please review and understand the Y's swimming ability chart:

Ability Protection/Support Color and Level

Red – Non-Swimmer

- Cannot enter and exit pool independently
- Must stay in shallow end
- Must wear a life jacket
- Has not passed yellow level swim test in water

Yellow – Intermediate

- Can enter/exit pool independently, tread water for 30 seconds, and swim 15 yards
- Must stay in shallower end
- 5 years and under must wear a life jacket

Green - Proficient

- Can jump into deep water and resurface comfortably, tread water for 1 minute, float on back for 15 seconds, swim 25 yards, and exit pool independently
- 5 years and under cannot swim in the deep end
- 6 years and over may swim in any section

TEEN TREK FIELD TRIPS

Parents will receive communication about field trips for our Teen Trek camp at the beginning of the camp season. Field trips are included in the cost of camp, but may require money for lunch, etc. Campers are required to wear a camp shirt if they are going on the field trip. Specific details regarding trips will be communicated by the branch representative for Teen Trek. Teen Trek code of conduct is expected to be adhered to during all of our Teen Trek trips. Failure to abide by the Teen Trek Code of Conduct could result in loss of right to be part of this program.

RELEASE OF RECORDS

A request must be made in writing prior to the YMCA releasing any records. In order to fully protect your child's privacy, we will not accept faxes. Requests for the release of records will only be granted to persons/caregivers registering the child for services. Any release of information will be made according to the YMCA of Greater Brandywine operating procedures with regards to business records.

CUSTODY/COURT ORDER DOCUMENTATION

If there is a custody/visitation court ordered document, you must provide a copy of said agreement upon registration. If you anticipate a problem, please contact the director with concerns. If your child's information changes, we ask that you update the information with your YMCA camp director within 24 hours. The YMCA of Greater Brandywine is not responsible for navigating custody challenges/agreements not order by the court of law.

DRESS

- Children should be dressed in "camp clothes" such as shorts and t-shirts. Please do not dress campers in clothing that cannot get dirty. Campers will be engaging in arts and crafts, sports, games and events- all have the potential to be messy!
- Children may NOT wear sandals or open toed shoes. CLOSED TOE SHOES ONLY.
- Campers will be given a camp T shirt. Camp shirts can be worn any day. Occasionally camps will ask for campers to wear their shirts on specific days. This information will be communicated by your branch team.

LOST ARTICLES

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

TRANSPORTATION PROCEDURES

- All of our summer camps have rolling drop off and pick up. Rolling drop off and pick up means that parents do not need to get out of their car. Our camp staff will come to your car to assist you.
- We do require identification for pick up. We encourage all people picking up campers to have a form of photo ID.

- Camp drop off begins at 8:45am for those folks not registered for our morning SPARK care. Camp UMLY does allow drop off to begin at 8:30am due to the volume of campers they see on a weekly basis.
- Rolling camp pick up begins at 4:00pm at our camps. If you require to pick up your camper before 4:00pm, you will be required to park and come into our camp office or YMCA branch. If you need a quick pick up before 4:00pm to make it to an appointment, we encourage you to call prior to arrival so we can ensure we have your camper ready to go.
- Many of our sites will be using ZoomQ- a pick up app- for the 2024 season which will expedite the pick up process. More information to follow on our sites utilizing ZoomQ.
- **Please note:** campers are not permitted to travel in camp staff cars.

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 their name.

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

- Attire (weather appropriate- this can include rain jacket, sunglasses, hats, etc.)
- No good or valuable clothing
- No inappropriate logos on any attire
- Refillable Water bottle(s)
- Sunscreen
- Towel- Appropriate size
- Bathing Suit and Pool Shoes
- Plastic bag for wet clothing
- Change of clothes – Shirt, pants, underwear, socks
- Lunch/Snacks – No peanut or tree nut products. Lunches should be in a small lunch bag, lunchbox or cooler with a re-usable frozen icepack daily.) Lunches ARE NOT refrigerated.
- **No Microwavable lunches please.**
- Two Snacks

LEAVE AT HOME:

- Electronic devices
- Cell Phones
- PSPs, Nintendo DS's
- Pets
- Expensive jewelry or equipment
- Skateboards, roller blades, scooters
- Sports Equipment
- Money

- Weapons
- Toys/dolls from home.

**** 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.

NONDISCRIMINATION POLICY

The YMCA of Greater Brandywine ("YMCA") embraces values and beliefs which support and reflect the inclusion and appreciation of all individuals, regardless of race, color, physical or mental ability (including use of a guide dog, hearing dog or service dog), religion, creed, medical conditions, sexual orientation, gender identity or expression, national origin, ancestry, nationality, age, veteran status, marital status, domestic partnership 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 works 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 ymcagbw.org under the "About Us" tab.

The YMCA works 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.

