



## **YMCA of Greater Brandywine 2022 Parent Survival Guide and Handbook**

### **Welcome to Summer Camp 2022!**

For more than 113 summers, the YMCA of Greater Brandywine has helped kids enjoy their summer through our core values: caring, honesty, respect, and responsibility. For kids, YMCA day camp is a fun way to enjoy the summer and for parents, it's a way to give children a positive experience that builds character. In YMCA day camps, kids have fun making new friends, learning new skills, and growing in self-resilience.

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!

### **YMCA of Greater Brandywine - Camp Staff!**

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

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



# **Admission Policy**

## **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 8:30am.
- Half Day Programs: 9:00 AM to 12:00 PM or 1:00 to 4:00 PM
- Before Camp Time- \$25/week/camper 7:00am-8:30am
- After Camp Time (FREE)\* 4:00-6:00 PM

(\*Campers who attend camp through the Believe and Achieve 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. This is up to the discretion of the camp leaders.

## **DAILY SIGN IN/OUT POLICY**



- 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 E pact. This list can be updated on E pact 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/FEES**

### **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 refunds or 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.

### **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**

We understand that this situation is fluid and have adjusted our refund and cancellation policy as follows.

#### **Canceling Your Camp Registration**

- **Two Weeks Prior to the Start of Your Camp** - If for any reason you need to cancel your camp registration, you will receive a refund for any fees you have paid not including the \$35 camp deposit (camp deposit is non-refundable, non-transferable) if you cancel at least two weeks prior to the first day of the camp session for which you are registered. Please contact our Summer Camp Team at [campadmin@ymcagbw.org](mailto:campadmin@ymcagbw.org) if you need to cancel your camp registration.
- **Less than Two Weeks Prior to the Start of Your Camp** - If for any reason, you need to cancel your camp registration within the two weeks immediately prior to the start of your child's camp, refunds will not be given, per our current policy.
- **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.

Refunds for Illness or Quarantine:

- **In the event that your child has a positive case in their stable group at the YMCA and must quarantine.** As the YMCA is unable to provide care for your child until the end of the quarantine period, full credit will be provided for the duration of the quarantine.
- **In the event that your child is sick, regardless of illness, or absent for a reason not listed above.** No refunds will be available.
- Unless otherwise specified, 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).

### **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 from your camp leader. 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**

Occasionally throughout the summer, 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 POLICIES**

### **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 uses the following behavior management guidelines in all YMCA youth programs for behavior which falls outside of our character value expectations.



1. Behavior that conflicts with essential YMCA values will be addressed in a nature appropriate to the disruptive behavior, and is at the discretion of the YMCA staff and directors.
2. Types of Disruptive Behavior: disrespect of other children & staff, continuous disruptive/uncooperative behavior, hitting, biting, fighting, obscenity, theft, leaving the program area without permission, noncompliance, task refusal, destruction of YMCA, school or other people's property.
3. Bullying: the YMCA practices zero tolerance for bullying behaviors. Bullying is when someone repeatedly and purposefully says or does mean or hurtful things to another person who has a hard time defending him- or herself. Bullying as defined in the YMCA of Greater Brandywine policy also includes cyberbullying.
4. 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.
5. 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.
6. 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.

### **BEHAVIOR MANAGEMENT**

The YMCA of Greater Brandywine has a behavior management plan that we utilize in all of our programs throughout the association.

Listed below are the steps utilized by our staff when behavior expectations are not met:

- a. Verbal warning given: reminder of rule/expectation.
- b. Loss of activity time or partial loss of activity time—time to refocus and redirect. Parents will be notified of incident.
- c. If repeated behavior occurs, verbal communication between parent and program staff with written notice of incident(s).
- d. If repeated behavior occurs, a parent conference with activity staff and program director, followed by a written summary of meeting. Child, parent and staff sign a written contract agreeing to acceptable behavior and alternative solutions, and consequences if behavior does not improve. Executive director is also notified of incident and meeting.
- e. If inappropriate behavior continues, child may be suspended from program for anywhere from one day to one week. A parent conference with program staff, program director and Association Behavioral Specialist will be required prior to return to the program.
- f. Prolonged disruptive and inappropriate behavior will result in dismissal from programs at the YMCA of Greater Brandywine.

### **EXTREME BEHAVIOR**

In extreme cases, a child's behavior, may warrant immediate suspension or expulsion from the program. Such cases include the use of profane or abusive language, any intentional physically





aggressive behavior towards other participants or staff, and any unsafe behavior that affects the safety of themselves and/or others.

### **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**

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.

***PLEASE CHECK OUR WEBSITE FOR ADDITIONAL SAFETY PROTOCOLS***

***[www.ymcagbw.org](http://www.ymcagbw.org)***

## **HEALTH, ILLNESS, INJURY AND ACCIDENTS**

### **ILLNESS POLICY**

We ask that you keep your child at home if he/she is 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
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections such as strep
- Nits or lice in hair

Parents, please notify us within 24 hours if your child has a communicable disease, such as chicken pox, pink eye, strep throat 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.

### **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 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.

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.

To further reduce the risk of exposure, children will be required to wash their hands upon arrival and any time after eating. All camp staff will follow the same rules as the children in regard to food ingredients and hand-washing. 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 repellant 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 repellant and tick repellant each morning prior to your arrival at camp. Parents are notified of trips that would require the application of insect repellant and will be asked to supply the appropriate repellant with the child. If the site has a likelihood of ticks on the location, parents are encouraged to apply tick repellant 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. YMCA staff will assist with sunscreen application, however staff will not apply sunscreen to children.

## **DAY CAMP STRUCTURE**



### **Daily Schedules**

Weekly/Daily schedules will be provided by the camp staff each week via newsletter. Newsletter will be sent the Thursday prior to the week of camp. Contact the Camp Director with any questions.

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, swimming, arts & crafts, cooking, music, outdoor living, science and nature, academic enrichment activities.

### **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. 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.

## **STAFFING**

### **CAMP STAFF QUALIFICATIONS/TRAINING**

Supervisors and site directors have degrees in education or related fields and have the required number of years experience working with children according to DHS qualifications. Our college aged 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 30+ hours 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 review and understand the Y's swimming ability chart:

Ability Protection/Support Color and Level

#### **Red – Non-Swimmer**

- Cannot enter and exit pool
- 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 freestyle)
- Must stay in shallower end
- 5 years and under must wear a life jacket

#### **Green - Proficient**

- Can jump into deep water, 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

### **FIELD TRIPS**

Due to the fluidity of COVID, we will not be going on field trips Summer 2022. In-house experiences, guests, and other onsite festivities will replace field trips. Campers are encouraged to wear their camp shirt on these days.

### **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.

### **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 are required to be worn on ALL field trip days.

### **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**

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:

- Attire (weather appropriate)
- Camp appropriate shoes (Camp Director will advise of specialty shoes.)
- Hat
- Rain Jacket
- Sunglasses
- 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
- Any needed hygienic supplies
- Any equipment advised by camp director for specialty camps

## **LEAVE AT HOME:**

- Electronic devices
- Cell Phones
- PSPs, Nintendo DS's
- Sports Equipment
- Money
- Weapons
- Toys 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](http://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.