



2023 Summer Day Camp

Tri-County YMCA Parent Handbook



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Welcome to Summer Camp 2023!

Thank you for choosing to be a part of the Tri-County YMCA's Summer Day Camp Program! As we begin the 2023 season, we would like to welcome all of our new summer families and would also like to extend a warm welcome back to each of our returning families. We look forward to providing the campers with an exciting summer filled with countless, memorable moments.

The Tri-County YMCA's vision is to inspire everyone with caring people and family-friendly programs and facilities. We strengthen our members and communities through offering a variety of services. We're more than just a place to work out. At the Y, we help build a healthy spirit, mind, and body for all with the core values of caring, honesty, respect, responsibility, and faith at the heart of everything we do. With our Summer Day Camp program, our goal is to provide a quality camp experience to the families in our communities. We strive to ensure that you and your child have a positive experience this summer and build long lasting relationships.

This handbook is designed to assist you in better understanding the policies and procedures of our Summer Day Camp. We encourage you to review this booklet with your child and retain it for future reference. As a team, we can provide your child with a successful experience in our program. If you have any questions or concerns, please feel free to contact us.

We thank you for allowing us to spend the summer with your child.

Welcome to our YMCA Family!

**Christine Kleaving
Director of Youth Development
812-367-2323
christine@tricountyyymca.org**

SUMMER DAY CAMP STAFF

Our highly trained counselors are passionate about creating a safe, inclusive environment for campers to learn, grow, build relationships, and most importantly, have fun over the summer. They genuinely care about the individual development of each camper and every counselor will serve as a guide to live and work together as a community throughout the summer.

Our camp counselors have diverse backgrounds which allows them to bring their own special talent to camp and share it with the campers. Many of them have worked with children in the past and are looking to gain more experience with children. Our staff are 18 years of age or older. Camper to staff ratio is 1:15. The YMCA strives to provide a safe, happy, playful, nurturing, and stable environment for all of our campers.

Our camp counselors participate in several training sessions, which includes field trip safety, safety procedures (CPR/First Aid), learning age appropriate games and activities that will impact children in a positive way, and behavior management to name a few.

Our camp staff are selected based on their experience, education, character, talents, and interpersonal skills. Many of our staff are returning from last year and some are employed in other YMCA areas during the school year. We also welcome several new camp counselors this summer. Above all our staff have one thing in common—a love for working with children.

YMCA CHARACTER DEVELOPMENT

The mission statement of the Tri-County YMCA is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all. We believe character development is an important challenge for all of us – staff, volunteers, members, participants and parents – to accept and demonstrate the positive values of caring, respect, honesty, faith, and responsibility. To help make this summer a positive experience for your camper, discuss with your child what they are learning and experiencing, and how they and your family can display these values and qualities with others.

CAMP AGES & GROUPS

Our Summer Day Camp program is for children who will be going into Kindergarten-6th grade (based on the 2023-2024 school year). In regards to the Kindergarteners, the child must be 5 by June 1st in order to join us this summer. At Ferdinand and Tell City, the campers will be grouped into two groups: K-2nd graders and 3rd-6th graders. At Jasper, we will have 3 groups: K-1st graders, 2nd-3rd graders, and 4th-6th graders. The campers will be broken into these groups between 9:00 a.m. and 3:00 p.m. and participate in age appropriate activities.

LOCATIONS

Through partnerships with the local schools, we are able to offer our Summer Day Camp program at three different locations to help serve the residents of the communities and surrounding areas.

Ferdinand:

Location: Tri-County YMCA

Dates: May 30th – August 4th

****No Camp on Tuesday, July 4th**

****Camp will be offered on Monday, August 7th and Tuesday, August 8th at the Tri-County YMCA**

Times: Camp is open from 6:00 a.m. to 6:00 p.m. (ET)

Days: Monday through Friday

Jasper:

Location: Jasper Elementary School

Dates: May 30th – August 4th

****No Camp on Tuesday, July 4th**

Times: Camp is open from 6:30 a.m. to 6:00 p.m. (ET)

Days: Monday through Friday

Tell City:

Location: William Tell Elementary

Dates: May 30th – August 4th

****No Camp on Tuesday, July 4th**

Times: Camp is open from 6:30 a.m. to 6:00 p.m. (CT)

Days: Monday through Friday

A TYPICAL DAY AT CAMP

Each camp location is unique but follow a similar schedule. Campers participate in a variety of activities each day that have been designed to fit the week's theme. Each camp group will offer a different set of activity choices designed to optimize the child's camp experience.

The following is a sample schedule:

6:00/6:30–9:00 am: Camper's Choice (board games, puzzles, coloring, gym time, outside time)

9:00 am: Character Development and Huddle Group (Fitness Fun/Creative Expression)

9:30 am–3:00 pm: Weekly Themed Activities (group games, arts & crafts, lunch, reading time, journal time, camper's choice, STEAM activities)

3:00–3:30 pm: Snack Time

3:30–6:00 pm: Camper's Choice (board games, puzzles, coloring, gym time, outside time)

THEMED WEEKS

Each week has a theme and the crafts, games, and activities are focused around the theme. The staff will plan the activities and develop a schedule for parents. Each week, the schedule will be emailed out to parents for the upcoming week and posted on our website, www.tricountyymca.org. We will have some printed copies available at camp on Friday evenings as well.

Dates	Theme	Character Development	Color War Monday	Fun Friday Theme
Week #1 (May 30 – June 2)	Welcome to Camp Paradise	Respect	Yellow	Silly Sock Day
Week #2 (June 5 – June 9)	Western Week	Responsibility	Green	Wacky Hair Day
Week #3 (June 12 – June 16)	Sports Extravaganza	Teamwork	Brown	Sport Jersey Day
Week #4 (June 19 – June 23)	Everything Disney	Honesty	Purple	Pajama Day
Week #5 (June 26 – June 30)	Holiday Week	Self-Discipline	Pink	Crazy Hat Day
Week #6 (July 3 – July 7)	USA, Hip, Hip Hooray	Faith	Grey	Red, White, & Blue Day
Week #7 (July 10 – July 14)	Explore Outer Space	Caring	Blue	Neon/Tie-Dye Day
Week #8 (July 17 – July 21)	Race Around the World	Trustworthy	Red	Backwards Day
Week #9 (July 24 – July 28)	Amazing Animal Kingdom	Fairness	Black	Hawaiian/Camouflage Day
Week #10 (July 31 – August 4)	Farewell to Camp Paradise	Courage	Orange	Inside Out Day

For the Color War Monday, campers are encouraged to wear the color of the day. We will have a friendly competition between the groups at camp to see which group can wear the most color for the day.

For Fun Friday, campers are encouraged to dress the part for the day. We want to end the week with a little fun and craziness! We will have a friendly competition between the groups at camp to see which group has the most campers dressed up.

CAMP COSTS

YMCA Membership allows usage of the main facility and reduced rates for programs. Non-Facility Members may also register for programs at a slightly higher price. If you are interested in signing up for a membership at the time you register your camper, you can visit <http://tricountyymca.org/home/membership> to set up your membership. In order to receive the member rate for Summer Camp, the child(ren) must be included on the household/single household membership.

Our Summer Day Camp program is a contracted part-time and full-time program. Parents can enroll their child in our program based on a 3 Day Contract or a 5 Day Contract option. Parents will be charged the contracted rate weekly and is not based on the child's weekly attendance.

We will waive one week (either 3 Day Contract or 5 Day Contract) of contracted fees due to vacation time/time away from camp as long as we are informed the Friday BEFORE the absence. You can email Christine at christine@tricountyymca.org with the details. If you have change of plans for your child during the summer and need to cancel your child's registration, a cancellation form will need to be completed to cancel the automatic payments. If a child withdraws mid-week, the parent will be responsible for paying the complete fees for that week. Reach out to Christine at christine@tricountyymca.org to request a cancellation form.

With the generous support of local donors during our Annual Campaign, the Tri-County YMCA is able to provide a pricing structure based on financial need. This structure will follow the free/reduced school lunch program at school.

YMCA Household Memberships:

5 Day Regular Lunch at School Contract: \$96.00 / \$80.00 each additional child

5 Day Free/Reduced Lunch at School Contract: \$60.00 per child

3 Day Regular Lunch at School Contract: \$68.00 / \$60.00 each additional child

3 Day Free/Reduced Lunch at School Contract: \$40.00 per child

Non-Facility Members:

5 Day Regular Lunch at School Contract: \$108.00 / \$92.00 each additional child

5 Day Free/Reduced Lunch at School Contract: \$65.00 per child

3 Day Regular Lunch at School Contract: \$80.00 / \$70.00 each additional child

3 Day Free/Reduced Lunch at School Contract: \$45.00 per child

Registration Fee:

The registration fee is a one-time fee used to help cover the cost of supplies.

Regular Lunch at School: The cost for one child is \$45.00. The cost is \$75.00 for the family.

Free/Reduced Lunch at School: The cost for one child is \$20.00. The cost is \$30.00 for the family.

Parents:

When registering your child through the online link, you will be asked to submit a credit card, checking, or savings account and it will remain on file. The form of payment will be charged on Saturdays and will be for the week of camp that was just finished. Refunds will not be provided for childcare services already provided.

Financial Assistance:

YMCA Scholarship Program Financial Need Statement: "No person will be denied access to YMCA programs or facilities due to an inability to pay." Scholarship Applications are available online or at the Tri-County YMCA upon request.

PERSONAL BELONGINGS

What to Bring to Camp:

We recommend that all campers bring a refillable water bottle each day. With us being active indoors and outdoors, it is important that we keep the campers hydrated. We will have the campers take frequent water breaks and we will refill water bottles throughout the day.

With our activities, we try to be outside some during the camp day. To help keep the campers safe, please apply sunscreen to your child(ren) before dropping him/her off in the morning. The staff will have the campers reapply sunscreen before going outdoors for an extended period of time. We will provide sunscreen (Banana Boat 50) for the campers but parents are welcome to send their own along with their child, especially if your child is allergic to certain sunscreens.

At our Ferdinand Location, each child should bring the following items daily: lunch, snacks, and a drink that does not require refrigeration or requires to be heated up. The items can be brought in a cooler with ice packs, lunch bags, or in paper bags. Parents are welcome to send along a morning snack with their child. We will offer an optional morning snack time for campers who arrive early or who did not eat breakfast at home. We will also have snack time in the afternoon. The kids will be active during the day so please plan lunch and snacks accordingly. Please label the cooler or bag with the child's name.

At our Jasper Location, campers will be utilizing the Summer Food Service Program at Jasper Elementary School over the summer and will not need to bring a lunch. Parents are welcome to send along a morning snack with their child. We will offer an optional morning snack time for campers who arrive early or who did not eat breakfast at home. We will also have snack time in the afternoon. The kids will be active during the day so please plan snacks accordingly. Parents are responsible for sending a morning/afternoon snack with their child daily. Snacks **WILL NOT** be provided by the school or by the Tri-County YMCA.

At our Tell City Location, campers will be utilizing the Summer Food Service Program at William Tell Elementary over the summer and will not need to bring a lunch. If campers arrive before 8:00, they will be able to eat breakfast at school as well in the morning. We will have snack time in the afternoon and parents will need to send a snack with their child. The kids will be active during the day so please plan snacks accordingly. Parents are responsible for sending an afternoon snack with their child daily. Snacks **WILL NOT** be provided by the school or by the Tri-County YMCA.

What NOT to Bring to Camp:

We ask that the campers leave all toys, stuffed animals, blankets, pillows, playing/trading cards, hats, electronics, cell phones, and other personal belongings at home. Our staff plan engaging activities from the time the camp day begins until the day ends. Toys from home often cause conflict between campers and distract them from the planned activities. The YMCA will not be responsible for any lost, damaged, or stolen personal items.

Lost and Found:

All belongings are the responsibility of the camper. All items left behind at the end of the day will be placed in the lost and found box at your child's camp site. We recommend checking the box periodically for any items your child may have left at camp. Items will be donated at the end of the summer.

DAILY PROCEDURES

What Should My Child Wear to Camp:

Children should wear play clothes and sneakers. No open-toe shoes, crocs, or sandals are allowed at camp. We ask that children wear tennis shoes daily to protect their toes and support their feet and allow them to fully participate in the activities. Please refer to the weekly schedule for any specific camp attire, such as swimsuit, towel, extra change of clothes, etc.

Drop-off/Pick-up:

Parents are required to accompany their child into the building each morning and must come into the building at the end of the camp day to sign them out. During drop-off and pick-up times, please remember to drive slowly and carefully in the parking lots.

At the Tri-County YMCA, parents will enter the front doors of the Tri-County YMCA and walk pass the Courtesy Desk and turn left down the first hallway. The sign-in/out table will be located in the hallway. Parents will sign their children in and the staff will direct them on where to put their belongings and where to go. When picking up, the parents will enter the Tri-County YMCA, turn left, and walk down the hallway to the table in the hallway to sign their child out. Parents will be able to locate the kids in the room, Activity Center, or gym. When picking up, the staff will notify the child that it is time to leave and the child will meet the parent in the hallway. When exiting, parents are welcome to walk down the hallway and exit the door at the end of the hallway.

At Jasper Elementary School, parents will enter Door #24 at the back of the building. When dropping off in the morning, the Site Supervisor or Assistant Site Supervisor will be at the gym door entrance from 6:30 to 8:30 to greet campers and parents. The parent will sign the child into camp and the staff will direct the child on where to put his/her belongings and where to go. If a child arrives after 8:30, the parent will call the camp phone and the Site/Assistant will meet the parent at the door to let the child and parent in. When picking up in the evening, the Site Supervisor or Assistant Site Supervisor will be at the gym door entrance from 3:30 to 5:30 to sign children out. If a parent comes before 3:30 or after 5:30, the parent will call the camp phone and the staff member will meet the parent at the door to let the parent in. When picking up, the staff will inform the child that it is time to leave and the child will come to meet the parent in the gym door entrance.

At William Tell Elementary, parents will pull around to the back of the school and enter the gym doors under the long, red awning. When dropping off in the morning, the Site Supervisor or Assistant Site Supervisor will be in the gym foyer from 6:30 to 8:30 to greet campers and parents. The staff will then direct them on where to put their belongings and where to go. If a child arrives after 8:30, the parent will call the camp phone and the Site/Assistant will meet the parent and child at the door and let them into the gym foyer. When picking up in the evening, the Site Supervisor or Assistant Site Supervisor will be at the gym foyer from 3:30 to 5:30 to sign children out. If a parent comes before 3:30 or after 5:30, the parent will call the camp phone and the staff member will meet the parent at the door to let them in. When picking up, the staff will inform the child that it is time to leave and the child will come to meet the parent in the gym foyer.

Pick-up List:

Parents or designated persons picking up a child must bring photo identification with them in order to sign a child out and pick him/her up. The staff will ask to see it to verify that the individual is on the pick-up list and has been identified as an authorize pick-up person by the parent. It is the parent's responsibility to notify the camp of any changes in authorization. If someone other than the authorized individuals must pick-up your child, a written note must be given to the staff when you drop off your child in the morning or a phone call must be made to the camp if things change during the course of the day. For your child's safety, we will not allow your child to leave the site without staff authorization and no child will be released to anyone who is not on the list and authorized to pick up the child.

Closing:

The camp day will end at 6:00 p.m. If a child is not picked up by 6:05, a YMCA staff member will contact the parent. If a contact can not be made with the parent, the staff member will then call the emergency contact list to arrange pick-up. If 30 minutes late from official closing time and contact cannot be made to the child's parents or emergency contacts, a call will be made to the Director of Youth Development for further instructions. There will be a late charge assessed at \$1.00 per minute after closing time. Your child may not be accepted back to camp until the late fee is paid in full.

FIELD TRIPS

During each week of camp, field trips are planned to various local attractions. The cost of all field trips/program activities are included in the weekly fee. In the weekly email to parents, the specifics about the field trip location will be shared with parents, such as what time to arrive at camp, what to bring, where the field trip is to, what the return time will be, etc. All children are expected to participate in field trips as there is no alternative care available for those who wish not to attend. We try to offer a variety of field trips throughout the summer but do tend to repeat some of our swimming field trips since those are enjoyed by all.

You will be notified in advance of any schedule changes. If any changes are made, please realize that they are for the benefit of the participants at the discretion of the YMCA, including any unforeseen delays or inclement weather. Parents will be notified of the cancelled trip as soon as possible. Alternate activities will be provided for the children. The YMCA will provide transportation to & from all scheduled field trips utilizing a local school bus and a CDL licensed bus driver. **DO NOT SEND MONEY WITH YOUR CHILD.** We do not provide opportunities for purchases on field trips, and we cannot be responsible for loss or theft.

On swimming days, we have the kids stay in the shallow end of the pool. If a camper is 8 and older and would like to go in the deep end or off the diving board, the camper must take and pass our swim test. The test consists of being able to swim the width of the pool both ways without any difficulty. If the camper passes this test, then he/she is allowed to go in the deep end. Our staff are in the water with the kids and spread out in the pool to be able to assist all of the campers. With our young campers, we have them wear a Kiefer swim belt (provided by the YMCA) to assist them in the water. Parents are welcome to send along a life vest for their child if they wish. All campers will be marked as shallow swimmers (with a colored ponytail) or deep end swimmer (with a black ponytail).

PARTICIPANT CODE OF CONDUCT

The Tri-County YMCA is committed to providing a safe and welcoming environment for all participants. Participants who attend the program are expected to follow the behavior guidelines based on the Y's five core values of caring, honesty, respect, responsibility, and faith and interact appropriately in a group setting. It is the role of the parent to guide their child's behavior both as a role model and in conversations at home regarding events that may occur during the program. We want children to have fun and enjoy coming to our programs. Positive attitudes and good behavior make the YMCA experience fun and exciting for everyone.

Behavior Guidelines:

- We will **CARE** for ourselves and those around us.
- **HONESTY** will be the basis for all relationships and interactions.
- We **RESPECT** each other and the environment.
- Participants are **RESPONSIBLE** for their actions.
- We are a Christian organization and offer **FAITH** opportunities in our programs.

As a participant, the child will.....

- Recognize that he/she is a part of the YMCA family. The child will respect his/her peers, staff, and the environment.
- Be respectful of the feelings of others by treating them the same way that they would want to be treated.
- Communicate with others in an appropriated manner. Participants will not use foul language.
- Refrain from the verbal or physical harm of other participants and/or staff.
- Use equipment and supplies in an appropriate manner.
- Be fully responsible for his/her actions and understand the consequences of any inappropriate action.
- Help keep his/her area and the surrounding environment clean.
- Have lots of **FUN** and a **GREAT** time.

Disciplinary Procedures:

When a participant does not follow the Code of Conduct, the following actions will be taken:

1. Staff will redirect the participant to more appropriate behaviors.
2. The participant will be reminded of the behavior guidelines and a discussion will take place.
3. If the behavior continues, the staff will document the situation and provide parents with a written documentation of the behaviors that occurred during the day.
4. If the problem persists, staff will schedule a meeting with the parent or caregiver, participant, program staff, and program supervisor to discuss the behavior and determine the appropriate action to take.
5. If a child's behavior, at any time threatens the immediate safety of the child, other children, or staff, the parent may be notified and expected to pick up the child immediately.
6. If a problem persists and a child continues to disrupt the program, the YMCA reserves the right to suspend the child from the program. Dismissal from the program will be considered in extreme situations.

All efforts will be made to guide children to appropriate behavior. Respect for your child will be demonstrated at all times and the same respect will be expected from your child for his/her peers and YMCA staff.

HEALTH AND WELLNESS

Please keep your child home if they seem listless, unusually irritable, complains of stomachache, headache, earache, has a fever (100 or above) or seems to unusually pale or flushed. It is better to be over cautious than to risk exposing the rest of the campers and staff to contagion. The Y staff wants your child to enjoy his/her time at camp. It is in the best interest of your child and the other campers that everyone at camp be healthy. If a child becomes ill, such as fever, vomiting, diarrhea, rash, etc., during their time at camp, parents will be asked to make arrangements to have the sick child picked up within the hour. The child may return to camp when they are symptom and fever free, without medication, for 24 hours.

In the event that a child is injured at camp, the staff will

1. Attend to the child
2. Administer first aid as needed
3. Assess the seriousness of the injury
 - a. If the injury is non-serious, the camp staff will notify the parent, guardian at pick-up.
 - b. If the injury is serious, the parent or guardian will be contacted at the time of injury.
 - c. If the injury appears to be life threatening, a call to 911 will be made for further assistance.
4. Observe and monitor the child's activity
5. Fill out an incident report and submit to the Director of Youth Development

Medications will be locked and stored by the camp staff and will only be administered according to the physician's instructions. A medication log will be kept to record days and times of when medication was given. Over the counter medications can also be stored and administered. The complete name of the camper must be written on the medication container. If your child has a need for medication to be administered by a staff member during the camp day, you will need to give us the original container in which the medication was received, child's name, times to administer, and type of medication. Please only send enough medication for one day. Parents will sign the medication sheet at the beginning of the summer and staff will initial when it is administered throughout the summer.

COMMUNICATION

Open, friendly, and effective communication is essential during the summer not only between child and staff but between staff and parent. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, changes in the parent's relationship, death of the family pet, parents gone on vacation, or children staying with relatives, etc. These events can influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

There will be a cell phone at each camp site in case of an emergency. You are welcome to call the camp phone during the day to speak with the staff. Parents will be provided with the camp phone number prior to the start of the program. The number to the YMCA is 812-367-2323. The Director of Youth Development, Christine Kleaving, can be reached at christine@tricityymca.org or at the number above.