



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

# **YMCA of Pawtucket, Inc. Summer Camp 2020 Parent Handbook**

## **YMCA Camp Westwood**

2093 Harkney Hill Rd  
Coventry RI 02816  
401-397-7779

## **MacColl YMCA**

32 Breakneck Hill Rd  
Lincoln, RI 02865  
401-889-2648

## **Pawtucket Family YMCA**

20 Summer Street  
Pawtucket, RI 02860  
401-727-7900

## **Woonsocket YMCA**

18 Federal Street  
Woonsocket, RI 02895  
401-769-0791

[YMCAPawtucket.org](http://YMCAPawtucket.org)

**Welcome to Summer Camp at the YMCA!** We are delighted that you have entrusted your child's summertime fun with us. Open communication is important in maintaining a positive relationship. We hope that you will let us know if you have any concerns as soon as possible. We also hope that you will take the time to read this packet to get important information regarding summer camp. *\*Please be advised, camp at Westwood and MacColl is predominantly outdoors. All campers in other locations will spend time outdoors. Indoor facilities are used in cases of severe weather.*

### **What to Bring:**

This list differs a bit from camp to camp. If you have questions please contact your Camp Director. All Westwood and MacColl campers at need to bring in a lunch each day, which includes enough food for a morning and afternoon snack. All Pawtucket and Woonsocket campers will be provided lunch but should still pack snacks. **Please be sure your child has a reusable water bottle every day, clearly labeled with their full name.** The bottles can be refilled during the day as needed. Please note we cannot refrigerate, heat, or store personal food at camp. **Campers should also bring sunscreen, a sweatshirt for cooler weather, bathing suit, and towel all in a labeled backpack.** For the safety of the children, sneakers must be worn at camp at all times. Please do not send children in to camp wearing flip flops or sandals or opened toed shoes.

### **Sunscreen and Insect Repellent:**

In any outdoor environment you will find a variety of plants and insects. Although we do our best to keep campers safe from poison ivy, oak and sumac and away from bees or ticks, there are occasions when a camper may have contact with such. We encourage families to use sunscreen that also contains insect repellent. Staff will supervise the application of sun block but will not apply it directly to campers. We will offer regular reminders to campers during the day to reapply, especially after swimming.

### **Lost And Found:**

Before the start of camp, **please label all of your child's belongings.** A black permanent marker will work the best. Lost and found will be collected daily and be placed by the Pick Up tables. Items left for more than 2 weeks will be donated to a local charity or thrown away. Due to health concerns, under garments, including socks, will be thrown away if found. The Y is not responsible for any lost or stolen items. We strongly encourage all families to avoid bringing items of value to camp.

### **What NOT to Bring:**

- Cell phones
- Electronics
- Toys from home
- Sports equipment
- Animals
- Weapons of any kind\*
- Alcohol/Drugs\*
- Lighters/Matches\*

These items will be confiscated if found.

\*These items will result in dismissal from the program, if brought to camp.

### **Pet Policy:**

Pets are not allowed on the campgrounds while camp is in session.

### **Smoking Policy:**

All YMCA locations are a smoke free campus; this includes all tobacco products, marijuana products, vaping, and e-cigarettes. Anyone smoking on grounds will be asked to leave the facility. We encourage and model a healthy living life style for all.

### **Hours of Operation:**

Camp runs Monday through Friday 8:00am to 4:00pm. Pre and Post Camp Care is available 6:30-8:00AM and 4:15-5:45PM for an additional \$10/week for each.

\*Please note that if your child is **not** registered for pre-camp, but is dropped off during pre-camp programming (6:30am-8:00am), you will be automatically charged the pre-camp rate (\$10 fee).

The same goes for post-camp. If your child is **not** registered for post-camp, but is picked up during post-camp programming (4:15pm-5:45pm), you will be automatically charged the post camp rate (\$10 fee). In addition, late fees are assessed per child for families who pick up after 5:45pm. A fee of \$20 per child will be assessed for children picked up between 5:45pm and 6:15pm; an additional \$1.00 per child per minute will be assessed for time after 6:15pm. If the child has not been picked-up by 6:30pm, the Police Department may be notified, and the camp director reserves the right to discontinue your child's enrollment without a refund.

### **An authorized adult MUST sign children in and out each day**

#### **Drop Off:**

**MacColl:** Sprouts and Wild Ones will be dropped off inside the Program Center (Camp Office). Nomads, C.I.T.s, and Travel Camps will be dropped off at our Rolling Drop Off station outside of the Program Center (Camp Office). The campers will then enter camp through the Program Center. Please follow designated camp signage for pick-up and drop-off information. Please be aware that our Drop off/ Pick Up parking lot is a one-way during camp season, which differs from other times of the year.

**Pawtucket:** An adult MUST sign children in each day in the Kids Zone reception area.

**Westwood:** Drop off is at the West end of the parking lot at near the entrance to the tennis court area. Please accompany your child to the check in table. This is a great time to interact with staff and highlight any questions about your camper's upcoming day.

### **A picture ID is required to ensure your child's safety. Children will not be released unless proper identification is presented by an authorized adult at the time of pick-up.**

#### **Pick Up:**

**MacColl:** Will be held outside the Program Center (Camp Office) by last name. Please park your car and head for the pick up table that best fits your camper.

**Pawtucket:** Pick up is held at the Kids Zone reception area.

**Westwood:** Pick up is at the West end of the parking lot at near the entrance to the tennis court area.

Our camp day is from 8:00am until 4:00pm so we appreciate you not picking up your child during those times. If your child needs to be picked up between 9:00 am and 3:45 pm, you will need to complete an early pick up slip when you drop off your child in the morning. Children with completed pick-up slips will be waiting at the camp office for pick-up by the designated time. *If you are picking your child up early but did not fill out the early pick up slip, you may experience a significant wait time at the time of dismissal.* Please note only people listed on your child's camp authorization form will be allowed to pick up your child. Any additions or changes must be made **in person with photo ID at the main office**, which is open Monday – Friday 6:30am- 5:45 pm. **Requests to add or make changes to the authorized pick up list over phone or e-mail will not be accepted.**

The director must be aware of any custody or restraining orders related to the child and have a copy of the related documentation on file. We must have a restraining order on file in order to stop a parent or guardian from picking up a child.

### **Travel Camps:**

Any campers that will be leaving the grounds during the day will be given a written detail of where the children will be going when they leave. Permission slips will be sent home for any extended trips that require pick up after the end of the scheduled day. A copy of your child's camp application, including emergency information will be taken with the lead counselor on any trip that leaves the campgrounds. Counselors will also need to leave a copy of the roster, and Trip Itinerary form with the office before leaving. Refunds will not be authorized in the event a child is left on grounds for a scheduled field trip due to late arrival.

**Supervision and Ratio:** We will be following the ratio guidelines set forth by the American Camping Association: 1:8 for ages 5-8 and 1:10 for ages 8-14. Some of our travel camps have lower ratios due to children being taken off grounds and to public places.

### **What if it is raining or extremely hot outside?**

Getting wet at camp can be a lot of fun! On rainy days please send your camper in with an extra pair of socks and dry clothing. For the most part, we will follow our regular schedule, including swimming, even if it is raining. We will not swim in case of thunder or lightening. Some activities will shift to an indoor location. In the case of severe weather, such as thunder and lightening storms, high winds, or extreme heat we will adjust our schedule accordingly or utilize available indoor facilities. Please be advised, our indoor program spaces will be for emergency shelter only and are not equipped with air conditioning. Cooling fans will be used in program areas.

- *At times youth will be required to transition from location to location in the rain & severe heat. Please ensure that your child comes prepared for all weather situations.*
- *Our camp is predominately outdoors, children should come prepared for a day outdoors and a variety of weather conditions.*

### **If your child is taking a bus to and from camp:**

Please refer to the bus schedule with morning and afternoon bus stop times located in the camp book. Please be sure to arrive at the stop at least 15 minutes before the scheduled time. Only stops that are marked are supervised stops. Parents must stay with children while at the stop. Children will only be dropped off and picked up at the locations listed on page 5; the YMCA will not stop at any other location. At the end of the day children will not be allowed to walk home from bus stops. If there is no one at the bus stop for the child, he/she will be brought back to YMCA and parents will be called to pick up at this location. Only people authorized to pick up your child will be allowed to take children from the bus. Please be sure to have your ID with you at all times. Children must be at least 5 years old to ride the bus. If you need to change your child's transportation you must come into the office to make those changes. Any changes to your child's pick up list must be done in person at the main office. Office hours are from 6:30am to 5:45pm. If the bus is running later than 15 minutes the office will make every effort to contact you to inform you of the delay. While on the bus children will be expected to follow normal safety rules which include but are not limited to: sitting in a seat at all times, keeping all objects inside the vehicle, and talking quietly while the bus is moving. Children will be dismissed from the bus if behavior becomes a problem on the bus. Children experiencing behavioral challenges that are deemed unsafe to ride on the bus by the camp director will remain at the YMCA and parents will be required to pick their child up.

### **Absent Campers:**

Please call the office and let us know if your child will not be attending camp, for any reason. If your child has a contagious illness, please let us know at the earliest possible time so we can alert staff and families if necessary. **You are obligated to pay your weekly rates regardless of attendance. Special medical situations will be considered for refunding.**

**Medical Policy:**

Your child **MUST** be excluded from childcare if in the last 24 hours he/she has had a fever, vomiting, or any other contagious conditions. Whenever your child has experienced any of the following symptoms within the previous 24-hour period, you will be expected to make other childcare arrangements for the comfort of your child and the health of the other children in the center.

\*Fever of 100-Children will be sent home if their temperature reads 100 or above. Children sent home with a fever in the middle of the day may not return to the camp until they have been fever free for a full 24-hour period.

\*Vomiting and diarrhea-Children will be sent home in the case of vomiting or diarrhea. Stomach viruses are contagious. A child who is vomiting should remain at home until the vomiting or diarrhea has stopped and the child can keep food and liquids down for a 24-hour period.

\*If a child has a contagious disease of any kind, including but not limited to: **strep throat, flu, respiratory infection, conjunctivitis, infectious rash, hepatitis, chicken pox, measles, scabies, impetigo, etc...** that child will not be allowed to attend until all symptoms have cleared and a doctor's note is provided to the camp director.

We appreciate your support in this matter. We understand that parents need to work each day and that keeping children home can be an inconvenience. Our priority is to keep our camp as clean and germ free as possible for the health of all of our children and staff.

**Medication Policy:**

All medication must be in the original labeled containers with both the child's name and the physician's name. Parents/guardians must sign a consent form before medication can be dispensed. The instructions on the bottle will be considered the proper instructions unless accompanied by a doctor's note. If the prescription is for 3 times a day staff will give the 1 dose during the day, but will not administer the first dose. Medication will be stored in a locked cabinet in the camp office. Children will not be allowed to carry medication with them while at camp. Counselors with children who have epi-pens or inhalers will carry the medication with them at all times. Narcotics of any kind will not be administered by camp staff.

**Medical Concerns:**

Any allergies to food, chemicals, medication or other materials, types of medications taking or special restrictions or considerations should be listed in the medical information section of the application. This information will be placed on a master list given to each counselor to inform them of these restrictions.

**First Aid Policies/Incident Reports:**

The staff will administer basic first aid to children who experience minor injuries. Minor injuries such as cuts and scrapes will be treated with soap and water, bruises and bumps with ice. Parents are informed of this in writing using an "ouch report" at pick up time. In case of head injury, the parent may be called on the main contact number. In case of more serious injuries, the staff member in charge will determine if an ambulance (911) should be called. After that, we will make an immediate attempt to contact the parent. The staff member in charge or their designate will accompany the child in the ambulance to the nearest hospital and stay with the child until the parent arrives.

**Emergency Contact:**

The camp must be notified of any changes in address, workplace, home or cell phone numbers. It is crucial that parents/guardians list someone other than themselves. This person must be someone who can be contacted in case of medical emergency. It is the parents/guardians responsibilities to keep all information up to date.

**Fees:**

All fees are due ten days before a child is to attend camp. Our automatic express payment option is a hassle free way to pay camp tuition. Fees are due regardless of child's attendance in camp. Any child asked to leave the program due to behavioral concerns will **NOT** be entitled to a refund of fees paid. We require a two-week written notice when cancelling camp weeks or you will be charged the full amount. **Deposit and registration fees are non-refundable after June 1<sup>st</sup>.** A \$50 cancellation fee will be charged for each request submitted after June 1<sup>st</sup>. We offer a second child discount of 15% for all full time 5- day enrollment.

**\*\* A \$15.00 processing fee will be assessed for group/camp changes requested once your child has been confirmed. We do not issue refunds or prorate camper weeks due to vacations, behaviors, holidays, a child's dismal from the program, or a parent's dissatisfaction with the program. Extenuating medical circumstances accompanied by a doctor's note will be taken under advisement. It is at the sole discretion of the camp director to issue a refund even if accompanied by a doctor's note.**

**Financial Assistance:**

As a 501c3 charitable not-for-profit organization, the Y offers a fully inclusive environment. Thanks to our generous donors, we turn no one away for inability to pay the full fee. Financial assistance applications are available on line and at each camp office. A copy of the current years taxes are required with the completed application or the two most current pay stubs for all household members.

**Children's Rights:**

Staff is responsible for ensuring that children enrolled in our program:

- Have a safe and reliable environment free of hazards
- Have use of all fully functional equipment and space on an equal basis
- Have their ideas and feelings respected
- Have discipline that is fair, equal and respectful to them
- Have activities that allow participants to express their creative ability, explore and discover while developing to their fullest potential
- Have an environment that offers a variety of choices
- Have the right to voice their opinion on the rules and have input on the activities offered (in an appropriate manner)

**Behavior Management:**

We will use positive behavior techniques to guide children to make the appropriate choices and to help them follow the expectations that have been set forth by the camp and shared with the campers. The YMCA advocates a positive guidance and discipline policy with an emphasis on the positive reinforcements, prevention and the development of self-discipline. The safety and welfare of all children in the camp program is our first responsibility. The YMCA expects appropriate behavior from the children & parent or guardians in our program. Children and parents alike should respect our staff and follow the designated rules.

When the behavior a child exhibits is not acceptable or could cause danger to themselves or another child, our camp counselors will explain to the children what is expected of them and give them another opportunity to comply. If the unacceptable behavior persists, the children are redirected or given time apart from their group to think about their actions under the supervision of their group coordinator. Parents will be notified of persistent behavior problems or a behavior that causes a safety, health concern, or destruction of property. If the problem still continues, the child will be dismissed from camp for the day and a parent or guardian will be contacted to pick the child up early. We strongly discourage aggressive behavior as well as bullying. Behaviors that continue or worsen may result in suspension or expulsion of a child from camp.

### Disciplinary Actions:

The following behavioral action plan has been put in place to ensure youth and staff have a safe enjoyable experience within the program.

Expected Behaviors fall under the umbrella:

- Caring
- Honesty
- Respect
- Responsibility

Unacceptable behaviors:

- Fighting
- Stealing
- Acts of aggression towards staff or other youth
- Running away
- Property destruction
- Excessive vulgarity
- Non-compliance with camp rules or regulations
- Taking photos of or recording campers/staff

### Disciplinary course of action:

1<sup>st</sup> Offense/ infraction

- Verbal warning- staff will review rules and expectations with the child. This will be documented.

2<sup>nd</sup> offense/ infraction

- Written warning- staff will review rules and expectations; loss of privileges may be imposed as a consequence. Parent or guardian will be notified by a group coordinator via phone call.

3<sup>rd</sup> offense/ infraction

- Written warning- staff will review rules and expectations with the child; parent or guardian will be notified and asked to pick their child up from camp; child may be dismissed for the day or multiple days.

\*Please be advised, program administration reserves the right to terminate a child's enrollment at any time due to behavioral concerns. We will do our best to work with families to create a plan to address behavioral challenges on a case-by-case basis. Refunds of any kind will not be issued in the event a child is removed from the program for behavioral reasons. **The YMCA does not provide 1:1 services in our traditional camp programs.** If your child has behavioral, cognitive, special needs or other considerations, we offer "Buddy Camp", an inclusion based program at the MacColl Camp that provides added supports through specially trained counselors. For details and registration - contact Sarah Kadmon: [skadmon@ymcapawt.org](mailto:skadmon@ymcapawt.org)

### **Parent Code of Conduct:**

The YMCA of Pawtucket is committed to providing a safe and welcoming environment for all members, guests and staff. To promote safety and comfort for all, all individuals are asked to act appropriately at all times when in our facility or participating in our programs. We expect persons using the YMCA to act maturely, to behave responsibly and to respect the rights and dignity of others. Our Member's Code of Conduct outlines prohibited behavior, but the actions listed below are not an all-inclusive list of behaviors considered inappropriate in our facilities or programs:

- Profanity, abusive language, or threats
- Harassment of any kind
- Behavior that is deemed by management as offensive or creates a situation that is considered to be unsafe
- Theft of property
- Unwanted contact with other members or staff
- Criminal conduct
- Use of tobacco products on grounds including e-cigarettes and vaping devices
- Consumption of illegal drugs or alcohol while on YMCA property
- Being under the influence of illegal drugs or alcohol while on YMCA property
- Fighting, roughhousing or aggressive play
- Spitting or expelling bodily fluids that may be unsafe
- Improper/lack of supervision of children by parents or guardians
- Unauthorized solicitation and/or distribution of any kind
- Improper or unauthorized use of membership card
- Use of cell phones in the YMCA'S shower and locker room areas
- Use of any video/picture taking equipment, including camera phones, in YMCA shower rooms and fitness center area/program centers
- Encouraging, permitting, or engaging in relationships with program staff outside of the program.

In addition, the YMCA reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse, is or has been a registered sex offender, has ever been convicted of a violent act or any offense relating to the use, sale, possession, or transportation of narcotics or habit forming and/or dangerous drugs, or is presently or habitually under the influence of dangerous drugs or chemicals, narcotics, or intoxicating beverages. **Furthermore, program administration has the authority to dismiss participant from camp as a result of a breach of the code of conduct on the part of a parent/guardian or authorized pick-up.**