



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Penobscot Bay YMCA 2018 SUMMER CAMP PARENT HANDBOOK

A QUALITY SUMMER CAMP FOR CHILDREN AGES 5 – 13  
CREATE MEMORIES AND EXPERIENCES THAT WILL LAST A LIFETIME



Penobscot Bay YMCA  
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**Welcome to the Penobscot Bay YMCA's Summer Camp Program. This handbook provides parents and guardians with information regarding all of our camp policies and procedures.**

### **PENOBSCOT BAY YMCA MISSION**

The mission of the Penobscot Bay YMCA is to provide high quality services that meet the youth development, healthy living and social needs of individuals and families in the communities we serve.

### **CAMP MISSION**

The goal of the Penobscot Bay YMCA Day Camps is to provide all camp participants the opportunity to grow physically, mentally and socially using natural sites and challenging activities in large and small group settings while under the guidance of well trained staff members.

### **STAFF**

Our well trained staff is certified in the following: Professional CPR/AED, Standard First Aid, Lifeguarding, Rock Climbing, Child Protective Training, Bullying Prevention and Behavior Management. The staff goes through a 25 hour training covering all policies and procedures of camp prior to the start of camp. Staff meets or exceeds all state licensing requirement qualifications in addition to a State Bureau of Investigation report, a Child Protective Services report and reference checks to ensure the safety of your camper. The most important goal of our well trained staff is providing a nurturing, safe and caring environment for your camper.

### **WATERFRONT/POOL ACTIVITIES:**

#### **WATERFRONT SWIMMING:**

Campers who have not passed the swim test may not go in the water over their knees. Swimming will take place on a daily basis at various locations (see weekly newsletter for each camp location); each child will take a swim test on the first Monday of Camp in order to assess their ability. Only campers, who pass the swim test, may swim in water over chest deep. A buddy system is used at waterfront sites. Buddies must check in with a designated counselor to go in and out of water. A buddy check whistle is blown every five to ten minutes depending on number of swimmers. Campers are not permitted out to docks unless a lifeguard is available to stay with them. Campers who have not passed the swim test must wear an orange bracelet and are not allowed to go over chest level. At ocean fronts, all camp will never go into high surf water and campers who have passed the swim test may not go over their chest. **TEST:** Successfully swim 25 yards, tread water for 1 minute and jump into water without assistance and without stopping.

## **POOL SWIMMING:**

Campers not passing the swim test will need to wear a lifejacket and stay in the shallow end. There are at least three lifeguards present when campers are in the pool.

## **CAMP ESSENTIALS**

**\*Please label everything with child's full name**

**Please make sure each camper has the following in their bag everyday:**

- Sack Lunch/Snacks
- Labeled Water Bottle
- Cool Weather Gear
- Swim Gear (girls wear one piece please)
- Hat/Sunglasses
- Sneakers/Socks
- **NO SANDALS PLEASE**
- **Minimum of SPF 25 sunscreen lotion with UVA/UVB (PLEASE NO SPRAY SUNSCREEN)**

**The following items are not allowed at camp:**

- Heavy Coolers
- Hot Lunches
- Toys/Trading Cards (**Exception: Sand Toys- Please label**)  
Electronics
- **\*Valuables/Money**
- Cameras
- Cell Phones

**\*Electronics Exceptions: Game Boys & music players (i-Pods, CD, Walkmans) will be allowed on Wednesdays for the long bus rides. Any games that have weapons/violence will not be allowed at camp. Music must be censored/edited for camp. Any games/music that is considered inappropriate will be taken from the camper and given back to the parent at the end of the day. \*During trips to amusement parks, parents may send money with their children at their own digression, to purchase toys or other souvenirs.**

## **WEDNESDAY FIELD TRIPS**

**All campers are asked to wear their camp T-shirt. If a camper loses their shirt another one can be purchased for \$5. If this is their first week of camp they will receive their t-shirt Wednesday morning.**

Your camper will begin their camp day as usual; the morning bus times will not change from day to day. All Wednesday Field Trips leave the Penobscot Bay YMCA by 9:00AM. Wednesday drop-off times will vary from week to week; therefore, the camp staff will be supplying a Wednesday permission slip for all parents to review each week. **Generally, camp field trips will return between 4:00-5:30pm.** The weekly permission slip will outline the destination of the field trip, the drop-off times and all items your camper should bring.

## **PARENTS ATTENDING FIELD TRIPS**

Parents are allowed to attend Wednesday Field Trips at their own expense. Camp will pay for the entrance fee of the camper, although the camper will need to stay with the parent for the day. The camper is not allowed to be signed back into camp that day.

*Due to space consideration and the necessity of background checks we do not allow parents to ride the buses or interact with other campers.*

## **Appropriate Lunch Ideas**

Campers are very active and need a well balanced lunch with snacks to maintain their energy throughout the day. **Only cold lunches allowed.** Some ideas for lunch are the following:

- Bottle Water & 100% fruit juice No sugar filled drinks please.
- **Sandwich:** Whole wheat bread with meat & cheese, tuna, peanut butter and jelly
- **Fruit:** Please make sure fruit is washed
- **Cheese Sticks, Yogurt:** gogurts are great- put in freezer and they will be a delicious treat!
- **Something crunchy:** pretzels, baked or low fat chips
- Extra snacks for the afternoon if attending aftercare

## **LOST AND FOUND POLICY**

Each year we accumulate many pieces of lost clothing, electronics, lunch boxes, etc. Please be sure that your camper has everything at the end of the day. If you find your camper lost an item please check with the Onsite Director. Items found are put in the storage bin at the Penobscot Bay YMCA and is cleaned out every week. Camp is not responsible for any lost, stolen or damaged items. **The best way to keep a lost and found item from ending up in the bin is to label all items with your child's name (first and last).** Electronics are kept with the Onsite Director.

## **EXTENDED CARE**

**Locations:** Penobscot Bay YMCA

**Before Care:** Monday thru Friday 7:00AM-8:30PM

**After Care:** Monday, Tuesday, Thursday & Friday 4:00-5:30pm

**Extended Care Late Fee Policy:** A late fee of \$1/minute/camper will be charged starting at 5:30 PM.

If a parent is tardy after 15 minutes staff will call emergency contacts to pick up camper. **Late fee must be paid before the camper can come back to camp.**

**Cost for Extended Care:** You must sign up at the Front Desk at the Penobscot Bay YMCA to use this service. **Before Care and After Care is \$15 for each per week. All before and after care registrations are for the entire week. (We no longer have day to day sign ups.)**

## **CHILD PROTECTION PROCEDURES**

Counselors go through an extensive child protective training. Supervisors and managers complete additional training to further promote a child-safe environment.

**All staff members are mandated to report any suspected child abuse.**

**Our Policies:**

- Staff is prohibited from working one-on-one with youth outside of the YMCA (i.e babysitting).
- Policies exist to ensure staff and volunteers are not alone with a child.
- A buddy system is in place to ensure campers safety (i.e. 3 campers and a counselor).
- Campers are split into groups by age and gender when riding on a bus.
- Camp has an open door policy.

## **SIGN IN/SIGN OUT PROCEDURES**

- An authorized parent or guardian must sign in/out camper at drop off and pick up locations.
- Any authorized person will be required to show a picture ID.

**We will not allow a camper to leave with someone who is not on the authorized pick-up list and who doesn't have a Photo ID**

### **TRANSITION TIMES:**

A solid plan for both sign in and sign out has been established and will be strictly adhered to. We know that sometimes your hectic schedule presses you for time and every second is valuable, but the safety of your child does come first. Please be patient and allow yourself a few extra minutes to allow for sign in and sign out.

### **EARLY PICK-UP:**

It is beneficial for your campers to stay the entire time of camp to experience all of the benefits of camp. However, we recognize that unexpected situations do arise. On-site Directors must be contacted prior to and at the time of pick-up. Parents also need to provide a signed note if they wish to pick-up their child during the camp day. The note should specify the date and time of the early departure. An Onsite Director will call and verify pick up and where camp will be at that time. Please note that camp is on a strict schedule and will not wait if a parent is late picking up at the designated spot and time. **Campers will be released only to persons authorized to pick up with a photo ID.**

### **BUSING PROCEDURES**

**Please make sure you arrive with enough time to sign in your camper with counselors and receive/relay any pertinent information regarding your camper and the camp schedule.**

### **DIFFERENT AFTERNOON PICK UP LOCATION:**

Camp understands that you have a busy life and may live in one town and work in another. With our busing locations you are able to utilize them to your families needs. Campers will be sent back to the same bus stop they were signed in to unless they are signed up for After Care or are accompanied by a note. The note must be signed by a parent or guardian stating date, new pickup location and person picking up camper. **Campers will be released only to persons authorized to pick up with a photo ID.**

### **MISSED THE BUS:**

If your child misses the bus you can bring them directly to the camps home base or the next scheduled pick-up location, **please note the camper will be sent back to the location they were signed in at unless they have a note stating they will go back to their regular bus stop.** If a camper signs in at Camp-A-Homa home base YMCA, the camper must go to the YMCA or Rockland bus stop in the afternoon. **Wednesday field trips often go to far away locations and we cannot guarantee your child will be able to attend if you miss drop off on Wednesday.**

### **LATE FEE POLICY:**

The Penobscot Bay YMCA implemented the bus stops in an effort to provide services to outlying communities and for working families. As a part of this service, the camp staff strives to keep to the daily schedule, including our drop-off times. We hope that parents and guardians also work to follow the daily drop off times. **If a parent does not pick up their camper within fifteen minutes from the scheduled pick up time it will result in a \$1/camper/minute until the camper(s) are picked up. Campers will not be allowed to return to camp until the fee is paid. If a parent is tardy after 15 minutes staff will call emergency contacts to pick up camper.**

**The Penobscot Bay YMCA reserves the right to refuse the release of a camper if staff is of the opinion that the child may be at risk.**

## **THE BLAZING SUN**

We are outside most of the day at camp. Parents are required to provide campers with a labeled bottle of sunscreen for use at camp. Sunscreen will be applied multiple times throughout the camp day with the help of camp staff, if needed. **It is highly recommended that parents provide hats, sunglasses and SPF clothing for campers.** Following the heat humidity index on days that are medium to high risk camp will alter activities to ensure that campers stay cool and in the shade, frequent sunscreen and water breaks will also be added to the normal day schedule.

### **SUNSCREEN POLICY:**

**Campers must have a minimum of SPF 25 with UVA/UVB waterproof sunscreen lotion. Parents** are required to put on sunscreen when dropping off their child. **Please Note:** Camp staff will help campers apply sunscreen on to their persons. If you do not want your camper to be helped please send a written note stating your camper is able to apply sunscreen with no help from camp staff. If a camper does not have sunscreen the parent will be notified and the camper will use camp sunscreen. Parents may be asked to bring out sunscreen to camp if this is a daily occurrence.

## **WEEKLY NEWSLETTERS**

Weekly Newsletters are handed out on Monday mornings and afternoons to those dropping off or picking up campers. These will outline the coming week and give details of our Wednesday Field Trips, pick up times etc. Please make sure to read them and ask questions if necessary.

The purpose of the newsletter is to inform parents of:

- Special Events
- Weekly Activities
- Daily Schedule
- Policy/Procedures
- Wednesday Field Trip Permission Slips & Information

## **CREDIT POLICY**

Program credits can only be issued prior to the week the camper is registered for. Credits will not be approved after the week a child is registered unless accompanied by a doctor's note that states the participant may not attend because of a chronic medical condition. No credits/refunds will be issued if a camper is absent due to family outing, illness, head lice or behavioral issues. This holds true for before and aftercare as well. **Credits must be used within one year of issue date.**

## **HEALTH POLICIES:**

**As stated by the State of Maine Licensing:** A record of immunizations, including the date of last tetanus shot, and available information concerning age specific vaccinations must be on file at camp.

### **MEDICATIONS:**

All medication must be given directly to Camp staff from a parent or guardian in its original bottle. A medication form must be filled out by a parent/guardian with specific details for administering the medication. We do not object to giving prescribed medicine to a camper as long as the camper is well enough to participate in activities and that giving the medicine does not interfere with the daily schedule. Camp is not permitted to give medication to a camper with out a med form filled out and the medication clearly labeled in the original bottle, there are no exceptions.

### **INJURIES AT CAMP:**

A camper who receives an injury at camp will be given first aid by a certified staff member and a parent will be notified. Any camper sent home with a serious injury may not return to camp unless approved by a physician. The Onsite Director must receive a note from the physician prior to the camper returning.

### **ILLNESS AT CAMP:**

While we understand the needs of working families we must protect all of our children from any/all contagious illnesses. Children should not attend if he/she has a contagious illness. The On-Site Director should be notified of any contagious illnesses in order to communicate to parents concerning the illness through our health consultant, Dr. Adelaide Winkes.

If your child becomes ill during the camp day, you or your emergency number will be called. You should pick your child up as soon as possible. Parents must notify the camp's On-Site Director immediately when their child contracts any communicable illness other than a cold. Parents will be notified of communicable illnesses in the camp and recommendations given to the camp by our health consultant. Dr. Winkes serves as a consultant to the YMCA's child care programs to answer questions about health issues, especially in regard to contagious diseases.

### **GUIDELINES FOR SICK CAMPERS**

**COLDS:** We will care for children with minor colds, (clear runny nose, and mild cough) Children with the following symptoms may not be able to attend:

1. Feel too bad to participate in program activities
2. Have a fever over 100 degrees
3. Have other symptoms that make it hard to care for them in the program such as vomiting, diarrhea, bad cough
4. Heavy-colored nasal discharge
5. Persistent or heavy cough

**FEVER:** If a child has a fever of 100 degrees or higher in the past 24 hours, he/she should NOT be brought to the program. Your child will need to be **un-medicated "fever free" for 24 hours before returning.**

**VOMITING/DIARRHEA:** Please keep your child at home if he/she has experienced these symptoms within the last **24 hours.**

**SEVERE HEADACHES/STOMACHACHE/EARACHE:** Please keep your camper at home; camp is not properly equipped to give the attention to sick campers.

**EYE INFECTIONS:** If your child has severe eye infection with redness, swelling and pus-like drainage from the eye, he/she may need medical attention. Please do **not** bring your child to the program until the problem is cleared up or after 24 hours usage of eye drops or cream.

**STREP THROAT:** A child with strep throat is contagious to other children and needs to be **on antibiotics for 24 hours before returning.** After this time, he/she may return to the program if he/she is feeling well.

**SEVERE ILLNESSES** (measles, mumps, chicken pox, H1N1 etc)

A camper with any severe illness will not be allowed to return to camp for a week.

**HEAD/BODY LICE:** Lice are very tiny insect-like creatures that cause infection in the hair of the body. They are very contagious. If your child has live he/she **may not** return to the program until he/she has been treated and **ALL** lice and nits, (eggs), are gone. We have a **NO NIT** policy. If any signs of lice or nits are found, parents will be asked to take their child home to treat the infected area again. The child **may not** stay at the program.

**HAND, FOOT and MOUTH:** This is a highly infectious viral illness. The most common sign is the appearance of lesions in the mouth. A rash with blisters on the hands and feet follow as well as a fever. Every child is different and may not have all symptoms. The camper may not return to camp for five days since the blisters are very contagious.

**PINWORM:** Camper must be treated with pinworm. Camper can return the next day to camp after treatment. Parents should wash bedding, clothes, etc.

**RINGWORM:** This is a skin infection caused by a tiny fungus. It is not contagious as was once believed, but a camper with ringworm should be on treatment before returning to camp.

**Please help keep camp healthy and under no circumstance send a sick camper to camp.**

**For more information on any illnesses please contact your physician. The Penobscot Bay YMCA reserves the right to change illness policies based on new illnesses, information and case by case.**

### **BEHAVIOR MANAGEMENT PROCEDURES**

It is the goal of the Penobscot Bay YMCA to provide a healthy, safe, and secure environment for all day camp participants. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately into a group setting.

### **BULLYING GUIDELINES**

Green Zone:

1. Playful teasing
2. Systematic exclusion: including telling others to exclude someone and starting rumors under age 8

Yellow Zone:

1. Hitting/kicking/shoving/pushing/tripping—anything that may injure others under age 8
2. Name calling: Describing words in reference to body image, intelligence, athletic ability (name calling that would hurt others' feelings or make them feel bad about themselves)
3. Systematic exclusion: including telling others to exclude someone and starting rumors over age 9

Red Zone:

1. Physical Aggression: hitting/tripping/shoving/choking/kicking/holding someone against—anything that may injure others/themselves (ages 9 and up)
2. Harassment/Name calling: in reference to religion, sexual orientation, racial, ethnic or other severe harassment.

### **Bullying Consequences**

GREEN Zone:

1<sup>st</sup> Occurrence: Redirect camper

2<sup>nd</sup> Occurrence: Redirect, communication with parent at the end of the day.

3<sup>rd</sup> Occurrence: Redirect, phone call home from Director, conference with parent and action plan.

4<sup>th</sup> Occurrence: Phone call home from Camp, removal from Camp that day.

YELLOW Zone:

1<sup>st</sup> Occurrence: 10-30 min loss of activity (depending on age)

2<sup>nd</sup> Occurrence: 10-30 min loss of activity time, communication with parents

3<sup>rd</sup> Occurrence: 30-60 min loss of activity, conference with parent, action plan and removal from camp that day.

RED Zone:

1<sup>st</sup> Occurrence: 60 min loss of free time, communication with parents and action plan.

2<sup>nd</sup> Occurrence: 2-3 day suspension from Camp. Conference with parents

3<sup>rd</sup> Occurrence: Think about it form, conference with parents, possible expulsion from camp

**\*Disclaimer: These are guidelines and discipline may vary at the discretion of the Camp Director**



## **CHILD ABUSE POLICY**

All staff members and program volunteers will be trained to understand their legal obligation to report suspected child abuse, and the appropriate reporting procedures at the PBYMCA child care. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation or other disciplinary action for that reason alone unless it is proven that the report is malicious.

## **BEHAVIORAL GUIDELINES**

All children are entitled to a pleasant and safe environment while participating in our camp program. The four Y core values of respect, responsibility, honesty and caring will be used in our programs. Self-management skills and positive social interactions among children and adults are encouraged to maximize everyone's enjoyment of the program. Staff facilitates the development of self-control in school aged children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity and setting clear limits. Our discipline practices are designed to encourage the child to be fair, honest and caring to respect property and assume personal responsibility and responsibility of others.

The following are the basics rules and guidelines we ask the children to follow:

- Keep your hands and feet to yourself
- Always remain with a staff member
- Be responsible for your own belongings and respect the property that belongs to others.
- Use appropriate language.

Each site will have additional rules that are specific to their building and environment.

When a child does not follow the behavior guidelines the staff will take the following steps:

- 1) Staff will redirect the child to more appropriate behavior.
- 2) The child will be reminded of the guidelines and rules.
- 3) Staff will document the situation. This written documentation will include what happened, and the actions taken. Staff will discuss with parents at pick up and a course of action will be decided.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive will not be tolerated. Children that exhibit any type of behavior which is thought to be unacceptable, unsafe, or continue to not follow the rules may result in immediate suspension.

Unacceptable behaviors include, but are not limited to:

- Any behavior that endangers the health and safety of other children, staff or members
- Leaving the program without permission or refusing to remain with assigned group.
- Inappropriate touching of other students or sexual misconduct.
- Theft, defacing or destruction of property belonging to the Y, the schools, or others.
- Verbal abuse or threat, bullying, name-calling
- Any kind of physical assault such as hitting, kicking, biting, etc.
- Ignoring or disobeying rules of safety
- Possession of weapons, tobacco, alcohol or illegal drugs.

The Progressive Discipline procedures are as follows:

1. The first time unacceptable behavior occurs the incident will be discussed with the parents and they will be provided a disciplinary report. A plan of action will be agreed upon by parent and staff.
2. The second time unacceptable behavior occurs there will be a meeting set up with the Camp Director, parents and Y administrative staff. The purpose of this meeting will be to determine why the child is having difficulty and what efforts might be made by site staff, parents and the child to find a possible solution. A written action plan will be made for the child in the afterschool program.
3. If unacceptable behavior occurs again the child will be unenrolled from the program.

\*The Penobscot Bay YMCA also reserves the right to dismiss a child from the program not necessarily in the order above, but depending on the severity of the action.

We have read and talked about the rules as a family.

Child's signature: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_