



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Rockland Harbor YMCA **2018 SUMMER CAMP PARENT HANDBOOK**

**A QUALITY SUMMER CAMP FOR CHILDREN AGES 7 – 12
CREATE MEMORIES AND EXPERIENCES THAT WILL LAST A LIFETIME**



Flanagan Community Center
A Program Center of the Rockland Harbor YMCA
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Rockland Harbor YMCA Summer Camp 2018

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

ROCKLAND HARBOR YMCA MISSION

The mission of the Rockland Harbor 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 Rockland Harbor 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.

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RHY Summer Day Camp

RHY Summer Camp provides campers the opportunity to grow physically, mentally and socially using natural sites and challenging activities in large and small group settings under the guidance of our well trained staff. Camp is determined to service as many youth in our region as possible. RHY Summer camp is for children entering 2nd Grade thru entering 6th Grade. Each week campers enjoy activities such as sports, games, arts & crafts, S.T.E.M. (Science, Technology, Engineering, Arts and Math.) and enjoy weekly field trips all while making new friends and gaining self-confidence. The RHY Summer Day Camps offer highly trained staff at a low camper-to-staff ratio making our camp a perfect choice for parents who need a fun, safe place for their children during summer break. Sign up today! We only have 48 spots available each week in Summer Camp!

Max: 47 Campers

Camp Hours: 8:30-3:30 (Before and After Care are available)

Cost: \$135/Wk

Dates: June 18 – August 17

Drop Off / Pick Up Location: Johnson Memorial Park at Chickawakee Beach

Pick Up may be at Flanagan Community Center in the case of inclement weather.

ROCKLAND HARBOR YMCA FIELD TRIP SCHEDULE

(Please note that daily activities are samples and may vary)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1 June 18-22	Day At The Lake Games, Swimming, Crafts	Damariscotta Lake	Day At The Lake S.T.E.M. Games, Swimming	Lake St. George	Day At The Lake Games, Swimming, Crafts
Week 2 June 25-29	Day At The Lake Games, Swimming, Crafts	Aquaboggan	Day At The Lake S.T.E.M. Games, Swimming	Rockland Breakwater & Beach	Day At The Lake Games, Swimming, Crafts
Week 3 July 2-6	Day At The Lake Games, Swimming, Crafts	Popham Beach	NO CAMP HAPPY 4TH OF JULY!	Pen Bay YMCA Pool, Gym, Etc..	Day At The Lake S.T.E.M. Games, Swimming
Week 4 July 9-13	Day At The Lake Games, Swimming, Crafts	Lucia Beach	Day At The Lake S.T.E.M. Games, Swimming	The Pitch Inflatables & Soccer	Day At The Lake Games, Swimming, Crafts
Week 5 July 16-20	Day At The Lake Games, Swimming, Crafts	All Play Bowling Bowling & Arcade	Day At The Lake S.T.E.M. Games, Swimming	Maidens Cliff	Day At The Lake Games, Swimming, Crafts
Week 6 July 23-27	Day At The Lake Games, Swimming, Crafts	Playland Adventures	Day At The Lake S.T.E.M. Games, Swimming	Owls Head Lighthouse	Day At The Lake Games, Swimming, Crafts
Week 7 July 30-Aug 3	Day At The Lake Games, Swimming, Crafts	Fort Knox	Day At The Lake S.T.E.M. Games, Swimming	Drift Inn Beach	Day At The Lake Games, Swimming, Crafts
Week 8 August 6-10	Day At The Lake Games, Swimming, Crafts	D.E.W Haven Animal Sanctuary	Day At The Lake S.T.E.M. Games, Swimming	Beech Hill Preserve	Day At The Lake Games, Swimming, Crafts
Week 9 August 13-17	Day At The Lake Games, Swimming, Crafts	FunTown / Splashtown	Day At The Lake S.T.E.M. Games, Swimming	Barrett's Cove	Day At The Lake Games, Swimming, Crafts

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RHY DAILY SCHEDULE/ACTIVITIES

* Schedule is subject to change due to weather or unforeseen issues

Rockland Harbor Summer Camp Sample Daily Schedule (Monday, Wednesday, Friday)

7:30am	-	8:30am	Drop off (Early care)
8:30am	-	9:00am	Drop Off
9:00am	-	9:15am	Home Base Circle/Activities
9:15am	-	9:30am	Morning Snack
9:30am	-	10:30am	Activity Rotations
10:30am	-	11:45am	Morning Swim and Beach time
12:00pm	-	12:30pm	Lunch
1:00pm	-	2:00pm	Arts & Crafts / Games
2:15pm	-	3:30pm	Afternoon Swim and Beach time
	--- 3:30pm---		Pick Up
3:30pm	-	3:45pm	Snack (After Care)
3:45pm	-	5:00pm	Lawn Activities (After Care)
4:30pm	-	5:00pm	Pick-UP (After Care)

TYPES OF ACTIVITIES:

Campers enjoy a wide variety of activities throughout the week. Each day and activities are based on that weeks' theme.

Rockland Harbor YMCA Summer Camp Activities:

- Arts & Crafts
- Rock Climbing
- Sports & Games
- Team Building
- Environmental Education
- Service Learning Projects
- Swimming
- Hiking
- Volunteering

WATERFRONT/POOL ACTIVITIES:

At all swimming activities we have two or more lifeguards on at one time regardless of the amount of kids swimming as well as counselors scanning the water. We understand the high risk activity and take every precaution to make sure your camper is safe and has fun. Swimming will take place on a daily basis at various locations (see weekly newsletter for each camps 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.

TEST: Successfully swim 25 yards, tread water for 1 minute and jump into water without assistance and without stopping.

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WATERFRONT SWIMMING:

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. Campers who have not passed the swim test may not go in over their knees.

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**

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.

***All valuables** should be kept at home. **Money** brought on field trips should be in a labeled plastic bag as we are not responsible for money misplaced.

CAMP FIELD TRIPS

All campers must wear their camp t-shirts. 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 Johnson Memorial Park (Chickawakee Beach) between 8:00AM and 10:00AM (please see field trip schedule).

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PARENTS ATTENDING FIELD TRIPS

Parents are allowed to attend Wednesdays 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, pb&j
- **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 in the beach house 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.**

BEFORE AND AFTER CARE (RHY SUMMER CAMP ONLY)

Locations: Johnson Memorial Park

Before Care: Monday thru Friday starting at 7:30 AM

&After Care: Monday, Tuesday, Thursday, Friday ending at 5:00 PM

Extended Care Late Fee Policy: A late fee of \$1/minute/camper will be charged starting at 5:00 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 Rockland Harbor YMCA to use this service. **Before Care and After Care is \$20 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.

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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.

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:

Please understand that pick up from our summer camp will be at Johnson Memorial Park each day unless weather dictates otherwise. If the weather is questionable please call to be sure of where camp pick up will be that day.

MISSED THE BUS:

Wednesday field trips will leave at the stated time. Our field trips often go to far away locations and we cannot guarantee your child will be able to attend if Wednesday's drop off time is missed.

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. **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

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camper does not have sunscreen the parent will be notified and the camper will use camp sunscreen. Parents may be called and asked to bring their child sunscreen immediately during the camping day if this becomes a daily occurrence.

WEEKLY NEWSLETTERS:

Please email bblake@penbayymca.org to receive weekly newsletter by email.

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. Credits for Before & After care will be granted only if the spot is filled by another camper. **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 consistent with the sample immunization form below must be on file at camp.

PLEASE INDICATE ALL KNOWN DATES OF IMMUNIZATION OR ILLNESS

Vaccine	Type of Vaccine 1	Date given (mo/day/yr)	Source (S or P) 2	Site 3	Route (IM, SC, IN or Oral)	Vaccine	Vaccine Information			Results: Positive/Negative.
						Lot #	Mfr.	Date on VIS 4	Date given/Initials	
Diphtheria, Tetanus, Pertussis (e.g. DTaP, DTaP-Hib, DTaP-HebB-IPV, DT, Tdap, Td) Route IM.										
Polio (e.g., IPV, Dtap-HebB-IPV) IPV Route SC or IM DtaP-HebB-IPV Route IM.										
Measles, Mumps, Rubella (e.g., MMR, MMRV)										
Haemophilus influenzae type b (e.g., Hib, Hib-HepB, DTaP-Hib) Route IM.										
Hepatitis B (e.g., HepB, Hib-HepB, DTaP-Hib)										

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Route IM.										
Varicella (e.g., Var, MMRV, Route SC)										
Pneumococcal (e.g., PCV, conjugate; PPV, polysaccharide) PCV Route IM. PPV Route SC or IM										
Rotavirus (Rv) Route Oral Never given after 32 weeks of age										
Hepatitis A or C (HepA, HepC) Route IM.										
Human Papillomavirus (HPV) Route IM.										
Meningococcal (e.g., MCV4, conjugate; MPSV4, polysaccharide)										
Influenza (e.g., TIV, inactivated; LAV, live attenuated) Route TIV IM.										
TB Mantoux Test										
Other										

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 without a med form filled out and medication clearly labeled in 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 a working family we must protect all of our campers from any and all contagious illnesses. Under no circumstances should a camper be brought to camp if they have a contagious illness. The Onsite Director should be notified of any contagious illness to be able to communicate to other parents and give recommendations to parents concerning the illness through our health consultant.

A sick camper cannot do well in a group setting and it is difficult for the staff to give a sick camper the extra attention they may need. If a camper becomes ill during the day a parent will be notified and the camper must be picked up from camp. If camp is on a field trip we will do our best to console the camper although a parent may need to pick up the camper at that location.

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GUIDELINES FOR SICK CAMPERS

FEVER/VOMITING/DIARRHEA: Camper must be free of symptoms for 24 hours before returning to camp.

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

EYE INFECTIONS: Any severe eye infection with redness, swelling and pus-like drainage is not allowed at camp.

IMPETIGO: A bacterial infection in the skin, impetigo begins as tiny red spots resembling pimples that enlarge to coin-sized blisters which rupture and produce oozy, stick, honey colored crust. A camper may return once they have been on antibiotics for 24 hours and all spots have been covered.

STREP THROAT: A camper may return once they have been on antibiotics for 24 hours and are well enough to participate at camp.

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 lice they **MAY NOT** return to camp until they have been treated and **ALL** lice, nits, eggs are gone. We have a **NO NIT** policy. If any signs of lice or nits are found, parents will be notified and will be asked to treat their camper and house. The camper will need to be checked by an Onsite Director prior to sign in of camp each morning for two weeks.

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 Rockland Harbor 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 Rockland Harbor 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.

Behavior Guidelines:

- People are **responsible** for their actions.
- We **respect** each other and the environment.
- **Honesty** will be the basis for all relationships and interactions.
- We will **care** for ourselves and those around us.

When a camper does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the camper to more appropriate behavior.

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2. The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place.
3. If the behavior persists, a parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent so they can determine the appropriate action to be taken.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem still persists, staff will schedule a conference that includes the parent, camper, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the day camp program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day:

- Endangering the health and safety of themselves, children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the day camp program without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

If any of these behaviors persists, the Director may suspend the camper a second time before expulsion.

Immediate expulsion may occur if a camper:

- **Is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or other explosives.**
- **Threatening another camper's life or their own.**

These are 2018 Guidelines and may change from year to year.

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

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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:

- 1st warning: Redirect camper
- 2nd warning: Redirect, communication with parent
- 3rd warning: Redirect, phone call home from Director
- 4th warning: Redirect, conference with parent, action plan

YELLOW Zone:

- 1st warning: 10-30 min loss of free time(depending on age)
- 2nd warning: 10-30 min loss of free time, think about it form, communication with parents
- 3rd warning: 30-60 min loss of free time, think about it form, action plan contract sent home
- 4th warning: Parent conference

RED Zone:

- 1st warning: 60 min loss of free time, think about it form, communication with parents
 - 2nd warning: 1-2 day suspension (one day M,T-Th-Fri / one day Wed), think about it form, conference with parents
 - 3rd warning: Think about it form, conference with parents, possible expulsion from camp
- Depending on situation, age and severity of bullying different step/actions may be taken upon 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 Rockland Harbor YMCA 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.