

ALBERT LEA FAMILY Y SUMMER DAY CAMP 2019

EXCITING TRIPS

THE GREAT OUTDOORS

LIFE SKILL OPPORTUNITIES

UNLIMITED LEARNING

LIFE LONG FRIENDSHIPS



PARENT HANDBOOK & ENROLLMENT PACKET

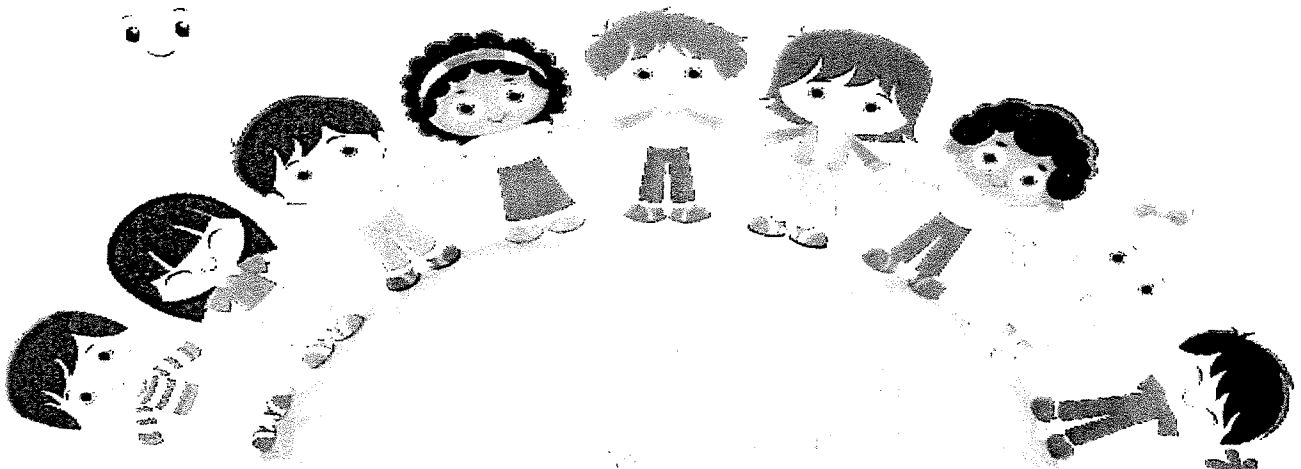
Visit us online @ www.ymcaal.org

Thank you for giving our staff the opportunity to work with your child(ren). We are excited to provide countless opportunities that foster learning, friendships and a whole lot of fun! From crafts to sports, from hiking to canoeing, we are going to have one fun-filled summer your camper will not stop talking about.

The following handbook is designed to lead you through the basic policies and procedures of our day camp. Please review this material with your child before they attend the first day of camp. Again, our staff is looking forward to a wonderful summer filled with fun, adventure, and rewarding experiences for each camper. If you have any questions or concerns, please feel free to contact me by phone or email. We realize that there are other care options available, so thank you for choosing us!

Sincerely,

TRACI SORLIE
Child Care Coordinator/Specialist
Albert Lea Family Y
Tracis@ymcaal.org
507-373-8228



Our Mission

The mission of the Albert Lea Family Y Day Camp is to provide memorable experiences that foster learning, friendships and fun!

Objectives:

- Foster Youth Development, preparing a child for the responsibilities faced in adolescence and adulthood.
- Foster a lifestyle of Healthy Living.
- Encourage an understanding of and desire to take on Social Responsibility.
- Encourage creative expression through imagination and the desire for adventure.
- Further a camper's understanding and respect of those with different backgrounds, experiences and abilities.
- Develop a camper's understanding of friendship and how to be a friend.
- Provide FUN and MEMORABLE experiences.
- To promote the four YMCA core values: Caring, Honesty, Respect and Responsibility.

Camp Swim Lessons

Children enrolled in our day camp program have the opportunity to sign up for swim lessons that take place during camp hours. Lessons are held for 30 minutes on Monday, Wednesday, and Friday mornings, for 3 weeks at a time. There will be three different sessions throughout the summer (session dates are below). Sign-up at the front desk for these swim lessons.

You can sign-up your child(ren) 2 weeks before the first day of the session. We have 20 spots available each session. A waiting list will be created if more than 30 sign up.

Session 1: June 10th – June 21st

Sign Up Starts: May 10th

Session 2: July 8th – July 19th

Sign Up Starts: June 8th

\$10 per session per child

Policies & Procedures

Pre-Admission

All paperwork (enrollment form, immunization record, health history, medication form if applicable, parent contact, and camper information) must be turned in before a camper can start attending day camp. We are required to obtain this information each year, regardless of a camper's past attendance. All information is kept confidential and is shared with camp staff only on a need-to-know basis. A registration fee of \$40 is required; additional campers from the same family are \$5 each. There is no late registration penalty for additional campers.

Hours/Days Available

Programmed activities at YMCA Day Camp run from 9:00am until 5:00pm pm Monday through Friday. Camp staff will be present to provide care and supervision to campers before and after the programmed camp day (7-9am, and 5:00pm-6:00pm). Campers should be at the Y by 9:00am, as this is when opening camp activities start or campers load the bus. Newsletters are provided each week with bus trip departures and return times. If a camper misses the bus, camp staff CANNOT transport them in personal vehicles. It will be the parent's responsibility to transport the camper to the camp site if the group has already left the Y.

Sign In/Sign Out

A parent or legal guardian MUST come into the Y every morning and afternoon to sign their camper in and out of YMCA Day Camp. Campers cannot be released without a parent or guardian's signature. Minor siblings cannot sign a camper out of camp; it must be an adult listed in the camper's documentation. Campers also may NOT sign themselves in or out. If an adult who is not listed on the camper's "approved to pick up" list will be picking them up, the Camp Director should be notified of the change as soon as possible. In an effort to be sure of who is picking up a camper, camp staff may ask for a photo ID to compare with the camper's list of those who are approved to pick up the camper. The help and cooperation of parents in this matter is greatly appreciated.

Busing

Camp participants will be riding the bus to a camp site approximately two-three days each week. Transportation is provided by Albert Lea Bus Company. Newsletters are provided each week with bus trip departures and return times. Newsletters will also be emailed to parents. Passengers are required to follow all posted rules at all times while on the bus. Camp staff will ride the bus with campers to ensure safety and supervision. Additional staff may be provided on the bus for field trips out of town, based on the total number of campers in attendance on that day.

Change of arrival/departure time

If there is a planned change of arrival or departure time, camp staff will communicate this to families through weekly newsletters, written reminders, and/or emails. Camp staff will post newsletters or written reminders to families at least two days in advance if possible. This information will also be placed in each camper's folder; parents should check the folder on a daily basis.

If there is an unplanned change of arrival time, camp staff will call the Y to report the reason and the new estimated time of arrival. If possible, the Y will also call KATE radio to have an announcement made on-air.

Fees

Fees are determined based on the camper's attendance. If a camper attends four or five days of camp during a week, the standard weekly fee will apply. If a camper attends three days or less, you will be charged a daily fee. See camp brochure for price lists. If a camper is attending summer school, a half-day price of 50% of the normal daily fee will apply.

A copy of the Albert Lea Family Y's protocols regarding past due accounts and returned checks is attached to the back of this handbook for your review.

Campers having a balance due from other Y programs (The Y's After-School Adventures, youth sports, membership, etc.) will not be admitted to camp until arrangements have been made to bring any past due amounts current. If a camper's account becomes more than three weeks past due during camp, the camper will not be allowed to attend until the account has been paid in full.

Late Pick Up Charge

A charge of \$5.00 per 15 minutes will be added to a camper's bill if the camper is picked up after 6 pm.

Visiting Camp

Parents are welcome to visit and observe the camp at any time. YMCA DAY Camp is always happy to have visitors. It is best however, if parents let the Camp Director know in advance so camp staff know when to expect guests, and so guests will know where to find the group at that time of the day. Staff will be happy to speak with guests and answer any questions, but guests are asked to understand that camp staff still have a responsibility to care for their campers and may not be able to take much time away from their group. The Camp Director is also available for questions, or to assist with a more formal visit or tour of camp sites.

Communication

Families will receive a weekly newsletter and schedule informing them of upcoming activities, events, and any special craft requirements for the next week. The schedules will be placed in the camper's folder, so parents should check the folder daily. Camper's folders are at the sign-in/out table next to the Game Room at the Family Y. If your camper does not attend on a regular basis, please call the YMCA the Friday before attendances so you are familiar with the schedule. These newsletters and schedules are also emailed to parents.

Accident & Emergency

All YMCA Day Camp staff members hold current certification in basic First Aid and CPR. In the case of an injury or illness requiring more medical attention than basic First Aid, but not resulting in a life-threatening injury, the parent will be contacted and asked to pick up the camper. In the case of a life threatening condition, 911 will be called, the parent or alternate emergency contact will be notified, and the camper will be transported, if necessary, to the appropriate emergency center. When in or near Albert Lea, campers will be transported to Mayo Clinic Health Systems Albert Lea. Parents will be notified by camp staff or Y staff as soon as possible; the safety of the camper will be the primary concern.

Camp staff members are trained to do frequent head counts to make sure their group stays together as they move from one activity to another. If a camper is discovered to be missing during the program, the counselor will retrace their steps. If the camper is still not found, campers will be gathered together and left in the supervision of a minimum number of counselors so all available staff can search for the missing camper.

Illness

If a camper is ill, they should not attend that day of camp. This is to protect the other campers, as well the camper that is ill. Guidelines for keeping a camper at home are as follows:

1. If the camper has had a fever during the previous 12 hours.
2. If the camper has vomited in the previous 12 hours.
3. If the camper has skin sores which are open and draining.
4. If the camper has Streptococcal Group A throat infection (commonly known as strep throat), and has been receiving antibiotic treatment for less than 24 hours.
5. If the camper has had diarrhea more than once during the previous 12 hours.

Parents or the person listed as the emergency contact will be informed if the camper becomes ill while at camp. The parent or emergency contact will be expected to pick up the camper in a reasonable period of time. If necessary, the camper will be allowed to rest away from the other campers, but within sight of camp staff until the parent is able to pick up the camper.

If a camper has a communicable condition, (strep throat, chicken pox, lice, etc.), the Camp Director should be notified as to when the symptoms first appeared. Other parents will be notified. All personal information will be kept confidential. The camper should not attend camp while there is a possibility of transmission.

Medication

A completed medication form must be provided for each prescription medication to be given at camp. Written authorization from the parent and physician must be given for staff to administer any medications to a camper. Medication must be brought in the original pharmacy container with a legible pharmacy label containing the patient's name, doctor's name, and dosage to be given, administration directions, and expiration date. Medications should be given directly to camp staff when the camper is signed in for the morning. Staff will only release leftover medication to parents or another designated adult. It cannot be released to campers. The YMCA Day Camp does not keep over-the-counter (OTC) medications on hand except for first aid purposes. Any medication to be given to a camper by camp staff during camp, prescription or OTC, must be accompanied by a completed medication form. This includes medication to be given during overnight activities. Medication not in the original pharmacy container and accompanied by a completed medication form CANNOT be administered by camp or YMCA staff.

Insurance

Camp staff is trained to take every reasonable precaution in order to ensure the safety and security of campers at all times. The Albert Lea Family Y carries liability insurance but does not carry insurance for participant injury or accident. This is the responsibility of the parent/guardian. For this reason we require current health insurance information for each participant to be kept on record in order to guarantee timely treatment for accident or injury should a camper need emergency medical treatment.

Discipline

YMCA Day Camp believes that the best form of discipline is pro-active discipline. This means having clear rules and expectations and making campers aware of them before beginning a game or activity. This also includes reviewing the expectations as needed. If a camper chooses not to obey the rules or expectations given, the staff present will remind them of the expectation and give them the option of correcting the problem by redirecting them towards the behavior they should be exhibiting.

Campers who continue to disobey will be given a brief time out away from the group or activity. The length of the time out will be determined by the staff member who placed them in the time out based on the camper's age and the situation at hand. After the time out, staff will process the incident with the camper before they return to the activity. This processing is to ensure the camper understands why they were in timeout, and offer them the chance to correct their behavior. If a timeout occurs, a counselor will also write a notification of the incident to the parent.

If a camper seems to be having a bad day or week, staff is encouraged to speak to the parent at the time of pick-up so they are aware of the problem. Input from parents is always appreciated; parents are asked to please let their camper's counselor know if there are issues outside of camp that may be affecting the camper's mood or behavior. Every camper is different; if a parent has found a particular technique that works well at home, it may be applicable to the camping environment.

Parents of campers having repeated trouble in camp may be asked to have a meeting with the camper's camp counselor and the Camp Director or head counselor. Continued problems may result in short term suspension or expulsion from camp. The decision to suspend or terminate a camper's attendance will be made on a case-by-case basis by the Camp Director. In some incidents of extreme behavior where harm or injury is or could have been caused to a staff member or another camper, suspension or termination may occur immediately. This will be handled on a case-by-case basis at the discretion of the head counselors or camp director.

Termination of Attendance

The following steps will be taken:

1. Camp staff will talk with the parent/guardian about the problem.
2. A letter or phone call from the Camp Director to the parents.
3. Suspension from camp for one week.
4. Termination of camp attendance.

Personal Belongings

Each camper will be allowed to store their belongings at the Y. Campers are responsible for their own personal belongings. Parents should be careful in choosing items to send to camp. Items can get broken or, unfortunately, sometimes stolen. Campers should not bring electronic games, cell phones, CD or MP3 players or other such electronics to camp. This defeats the purpose of camp, which is to provide an enriching experience for campers. Campers may want to bring a book or something to read during quiet time. The YMCA Day Camp prohibits the possession or use of alcohol or tobacco during all times of the camp day. Campers are not allowed to bring live animals or weapons to camp; this includes pocket knives.

Clothing

Campers should wear clothing appropriate for the day's weather with the understanding that clothes can sometimes become soiled during camp. In preparing for the weather, layering can be helpful, such as wearing a sweatshirt over a t-shirt. The mornings may be cool, but it will warm up as the day progresses. Tennis shoes should be worn or brought to camp each day. A lot of activities are done and tennis shoes prevent a lot of injuries. Campers need to bring a swim suit and towel each day, as campers have the opportunity to swim during the afternoon. Campers may bring goggles if they choose. Please note that children may not borrow swim suits from the Y's lost and found. If they do not have a swim suit and towel, they will not swim.

Food

Campers need to bring a lunch, two snacks and drink every day. A large water bottle is highly recommended as the campers and staff are outside much of the day and do not always have immediate access to drinking fountains. YMCA Day Camp is not able to provide refrigeration, so campers should bring non-perishable food items or use ice packs to keep their food cold. The daily camp schedule provides two times during the day for a snack, so campers should bring a couple small snacks each day for these times. Fresh fruits, vegetables or nuts make great camp snacks.

Past Due Payments Protocol

- 30 days past due: 3% interest added to amount owed.
- 45 days past due: additional 3% interest will be added and total will be turned over to collections. Fees double when turned over to Credit Bureau.

NSF Protocol

- Immediately upon notification from bank: NSF letter sent with \$30 service fee.
- 6 days past notification: additional 3% interest will be added.
- 30 days past notification: additional 3% interest will be added.
- 45 days past notification: additional 3% interest will be added and account turned over to Credit Bureau with a 50% service fee.

Parent/Guardian Signature

Date

Albert Lea Family Y
2021 West Main Street
Albert Lea, MN 56007
507-383-8228

Summer Camp Weekly Registration:

-Circle "Entire week" if your child will attend camp for all 5 days

-Circle what days your child **will** be attending camp if he/she will not be coming the entire week.

-Important reminder: **Registration Fee** must be paid prior to child's first day of attendance.

Week 1: May 22nd – 24th

Entire week:

Individual Days:

M T W TH F

Week 2: May 27th – 31st

Entire week:

Individual Days:

M T W TH F

Week 3: June 3rd – 7th

Entire week:

Individual Days:

M T W TH F

Week 4: June 10th-14th

Entire week:

Individual Days:

M T W TH F

Week 5: June 17th- 21st

Entire week:

Individual Days:

M T W TH F

Week 6: June 24th- 28th

Entire week:

Individual Days:

M T W TH F

*Week 7: July 1st - 5th

Entire week:

Individual Days:

Overnight

M T W TH* F

Week 8: July 8th- 12th

Entire week:

Individual Days:

M T W TH F

Week 9: July 15th- 19th

Entire week:

Individual Days:

M T W TH F

Week 10: July 22nd- 26th

Entire week:

Individual Days:

M T W TH F

Week 11: July 29th- Aug 2nd

Entire week:

Individual Days:

M T W TH F

Week 12: August 5th-9th

Entire week:

Individual Days:

M T W TH F

Week 13: August 12th-16th

Entire week:

Individuals Days:

M T W TH F

Week 14: Aug 19th – 23rd

Entire week:

Individual Days:

M T W TH F

Summer Camp Weekly Registration:

-Circle "Entire week" if your child will attend camp for all 5 days

-Circle what days your child **will** be attending camp if he/she will not be coming the entire week.

-Important reminder: **Registration Fee** must be paid prior to child's first day of attendance.

Week 1: May 22nd – 24th

Entire week:

Individual Days:

M T W TH F

Week 2: May 27th – 31st

Entire week:

Individual Days:

M T W TH F

Week 3: June 3rd – 7th

Entire week:

Individual Days:

M T W TH F

Week 4: June 10th-14th

Entire week:

Individual Days:

M T W TH F

Week 5: June 17th- 21st

Entire week:

Individual Days:

M T W TH F

Week 6: June 24th- 28th

Entire week:

Individual Days:

M T W TH F

*Week 7: July 1st - 5th

Entire week:

Individual Days:

Overnight

M T W TH* F

Week 8: July 8th- 12th

Entire week:

Individual Days:

M T W TH F

Week 9: July 15th- 19th

Entire week:

Individual Days:

M T W TH F

Week 10: July 22nd- 26th

Entire week:

Individual Days:

M T W TH F

Week 11: July 29th- Aug 2nd

Entire week:

Individual Days:

M T W TH F

Week 12: August 5th-9th

Entire week:

Individual Days:

M T W TH F

Week 13: August 12th-16th

Entire week:

Individuals Days:

M T W TH F

Week 14: Aug 19th – 23rd

Entire week:

Individual Days:

M T W TH F

Getting To Know Your Camper

The following information will be shared with your camper's counselor so they can determine how to help your camper have the most meaningful camp experience possible.

Camper's Name: _____ Nick Name: _____

1. With other children, does your camper tend to be: (Check all that apply.)

- | | | | |
|-------------------------------------|--------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> A Follower | <input type="checkbox"/> Tense | <input type="checkbox"/> Happy | <input type="checkbox"/> Bullying |
| <input type="checkbox"/> Excitable | <input type="checkbox"/> Independent | <input type="checkbox"/> A Leader | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Withdrawn | <input type="checkbox"/> Nervous | <input type="checkbox"/> Aggressive | <input type="checkbox"/> Shy |

2. Are his or her friends...

- | | | |
|--------------------------|----------------------|----------------------|
| - Younger/Older? _____ | - Boys/Girls ? _____ | - Shy/Quiet? _____ |
| - Loud/Out spoken? _____ | - Cooperative? _____ | - Many or few? _____ |

3. What is your camper's swimming ability? (Circle one.)

Afraid of water Enjoys Water Can swim well

- Does your child get sunburnt easily? Yes/No

4. What hobbies, crafts, music skills, collections, or other activities does your child have?

5. What is the purpose in sending your child to Albert Lea Family Y Day Camp?

6. Is there any additional information you wish to share with the camp?

Albert Lea Family Y YMCA Day Camp

Please read carefully and sign:

1. I hereby agree to allow First Aid treatment to be given by the Albert Lea Family Y's YMCA Day Camp staff and /or certified First Aid person.
2. I authorize the A.L. Family Y's YMCA Day Camp to obtain emergency medical and /or dental care or treatment of my child in the event of a medical emergency. If time and circumstances permit the Camp Staff or Camp Director will attempt to reach the person(s) listed as contact person(s) prior to any action taken.
3. I authorize the A.L. Family Y's YMCA Day Camp staff to administer Syrup of Ipecac in case of emergency, and with the approval of the Poison Control Center.
4. I hereby give permission to the A.L. Family Y's YMCA Day Camp for my child to participate in supervised play, and attend excursions both in and out of town as part of the camp program.
5. I hereby agree to allow my child to participate in promotional activities, publicity, or photographs.

YMCA day camp participants spend a great deal of time in the outdoors, and are thereby exposed to the sun's harmful rays. Since it is our commitment to promote healthy spirits, minds, and bodies, we have made the following policies in this regard:

1. All campers and staff will wear sunscreen with an SPF of at least 15 on all exposed skin each day. This also includes cloudy days!
2. Parents will be responsible for applying the first layer of sunscreen and bug spray prior to morning drop off.
3. Parents will be responsible for providing their children with enough sunscreen to take with them for later day applications; one container per child, please. Bug spray will be provided. Please DO NOT send any spray cans containing bug spray. It is acceptable to include a bottle of combination bug spray/ sun screen.
4. Day camp staff will be responsible for ensuring thorough follow-up applications after one hour in the water, after two hours of activity in the sun, and any other time as needed. Camp staff will assist the child in applying the sun screen and bug spray.

Please note that these decisions were made to protect your child.

I verify that I have read, understand, and for the protection and well-being of my camper, agree to comply with the YMCA Day Camp Sun Screen Policy.

Parent Signature: _____ Date: _____

CAMP COPY

Health History

Please include a current shot record with this sheet.

(Check and give approximate dates.)

Ear Infections _____	Hay Fever _____	Chicken Pox _____
Rheumatic Fever _____	Ivy Poisoning _____	Measles _____
Convulsions _____	Insect Stings _____	German Measles _____
Diabetes _____	Penicillin _____	Mumps _____
Asthma _____	Hepatitis _____	Varicella Zoster _____

Please list any allergies the camper has and what type of reaction the camper has.

Operations or serious injuries: _____

Chronic or recurring illness: _____

Any activity restrictions at Camp? Yes ___ No ___ If yes, please explain _____

Any medication needed at camp? _____

Has camper had a recent illness or been exposed to a contagious disease? _____

Physician's Name: _____ Phone Number: _____

Health Insurance Company: _____

Policy Number: _____

Parent's Authorization:

This health history is correct so far as I know, and the person herein described has permission to engage in all prescribed camp activities, except as noted by me and the examining physician.

In the event I cannot be reached in an EMERGENCY, I hereby give permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.

Parent Signature _____ Date _____

Medication Form

(Must be returned and signed, regardless of medication use, along with up-to-date vaccination records)

If your camper is currently taking any medication that needs to be or may be administered to them while they are at camp, you must fill out the following form. Different medications require individual forms. Medications must be given to staff in the pharmacy bottle.

Camper's Name: _____ DOB: _____
Parent's/Guardian's Name: _____
Medication (Name and strength): _____
Dosage to be given: _____ Time to be given: _____
Pharmacy Name: _____ Tel. #: _____
Rx Number: _____ Prescription fill date from bottle: _____
Reason for medication: _____
Parent/Guardian Signature: _____ Date: _____
Physician Signature: _____ Date: _____

Date:	Time:	Staff Initials:	Comments:

This form must be reviewed by Camp Director prior to first administration.

Reviewed by: _____ Date: _____

**** Staff signature and initials****

Count at time of Receipt: _____ Name: _____ Date: _____

Count at time of Release: _____ Name: _____ Date: _____

Albert Lea Family Y

Enrollment Form

Please print. Complete one (1) form per registered child.

Name of child _____ Nickname _____ School _____
Grade _____ Teacher _____

Birth date _____ Age _____

Parent Information

Mother

Father

Name	_____	_____
Home address	_____	_____
Home telephone	_____	_____
Place of employment	_____	_____
Address of employment	_____	_____
Work telephone	_____	_____

Responsible friend/relative to contact if parents cannot be reached:

Name 1. _____ 2. _____ 3. _____
Address _____
Telephone _____
Relationship _____

Name of persons authorized to remove child from
School's Out Program

Name of persons NOT authorized to remove child from
School's Out Program

_____	_____
_____	_____
_____	_____

Medical/Dental Information

Physician's Name _____ Clinic _____

Telephone _____ Clinic Address _____

Health Ins. Co. _____ Contract # _____ Group # _____

Dentist's Name _____ Clinic _____ Telephone _____ Clinic Address _____

_____ Dental Ins. Co. _____ Contract # _____

Group # _____

ALBERT LEA FAMILY Y'S SUMMER DAY CAMP PROGRAM

CHILDS NAME _____

PARENTS NAME _____

ADDRESS _____

PHONE (H) _____ (W) _____

GRADE ENTERING _____ SCHOOL _____

_____ \$40.00 REGISTRATION FEE

_____ \$5.00 REGISTRATION FEE PER ADDITIONAL CHILD