



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# ADVENTURE AWAITS

2024 YMCA SUMMER DAY CAMPS

## PARENT HANDBOOK



WHERE IT'S ALWAYS THE  
BEST SUMMER EVER!

SOUTHEAST VENTURA COUNTY YMCA  
[WWW.SEVYMCA.ORG/CAMP](http://WWW.SEVYMCA.ORG/CAMP)

Simi Valley YMCA • Yarrow Family YMCA

Dear Parents,

Welcome to the Southeast Ventura YMCA Summer Day Camp Program! The Y's past, present and future commitment is to ensure that your child's summer is an enjoyable and memorable one. Our YMCA Summer Camp Programs have been specifically designed with the needs and interests of both you and your child in mind. Led by qualified counselors in a group setting, your camper will be participating in activities specific to age and interests. Personal growth, self-respect, character building, and our core values: Honesty, Caring, Respect, and Responsibility are strongly emphasized in all of our day camp programs.

Since 1885, values-based programming has set Y camp apart from all other camp programs and continues to distinguish us as more than just the largest provider of childcare services in America. We're investing in the future by strengthening the character of each individual child.

It is crucial to the success of your experience with us that you read and understand everything contained in the Parent Handbook. Please take the time to go through it thoroughly. If you have any questions or concerns, please feel free to reach out to us so we can answer any questions you may have.

Our promise to you is that we will do our best to ensure your child's camp experience is a positive, fun-filled one. We are looking forward to providing you and your child with a fun, safe environment that is supportive of your family and is oriented toward positive character development. So, relax and take comfort in the fact that your child is about to have a great camp experience with the YMCA!

See you this summer!

Sincerely,

The YMCA Childcare Staff

Revised January 2024

## YMCA Camp Philosophy

The goal of the YMCA camp program is to encourage participants to grow in body, mind and spirit. The foundation of our character development emphasis is the YMCA *four core values*: Honesty, Caring, Respect and Responsibility. Day Camp provides challenging activities that: provide character building experiences, promote healthy lifestyles, strengthen family relationships, and foster community involvement in both small and large group settings. All of this is done under the guidance of caring and well-trained staff members. The YMCA Day Camp gives children experiences that will last a lifetime.

**Full Time:** Children attend 4-5 days per week

**Part Time:** Children attend 2-3 days per week

### SESSION DATES AND PAYMENT SCHEDULE FOR ALL BRANCHES

Dates	Payment Due
June 10 <sup>th</sup> –June 14 <sup>th</sup>	Deposit due at registration, balance on 6/5
June 17 <sup>th</sup> – June 21 <sup>st</sup> (YMCA closed 6/19)	June 12, 2024
June 24 <sup>th</sup> – June 28 <sup>th</sup>	June 19, 2024
July 1 <sup>st</sup> – July 5 <sup>th</sup> (YMCA closed on 7/4)	June 26, 2024
July 8 <sup>th</sup> – July 12 <sup>th</sup>	July 3, 2024
July 15 <sup>th</sup> – July 19 <sup>th</sup>	July 10, 2024
July 22 <sup>nd</sup> – July 26 <sup>th</sup>	July 17, 2024
July 29 <sup>th</sup> – August 2 <sup>nd</sup>	July 24, 2024
August 5 <sup>th</sup> – August 9 <sup>th</sup>	July 31, 2024
August 12 <sup>th</sup> – August 16 <sup>th</sup>	August 7, 2024

## REGISTRATION POLICIES

### Requirements for Registration:

A YMCA membership is not required to enroll in our program; however we do offer special pricing for our facility members. If you are interested in more information about our facility membership please visit our website for more details: <https://www.sevymca.org/membership>

Membership must be active before registration in order to receive the member pricing.

### New Registration/Schedule Changes:

All new camp registration must be done through our online registration system. In the event that you need to make changes to your schedule please use the "UPDATE CURRENT REGISTRATION" button on our camp branch registration pages. This link will take you to our change form where you can remove weeks or cancel programs. All changes to enrollment must be submitted two weeks in advance. All camp fees are due in full the Wednesday before the week begins, if changes in enrollment or payment occurs after this respective deadline, there will be a \$25 fee assessed. We will make every effort to accommodate your change depending on enrollment and space. New registration must be done 24-48 hours before the next camp day. No exceptions.

### Payment Information:

All camp payments are due in full before your child can attend camp. At registration you will be charged a \$200 deposit which will be applied towards for your first week of camp. Then each subsequent week will be set up for automatic payment. These payments will be processed on the Wednesday before the start of each camp week. You may not bring your child to camp if you have not paid in full. Availability is not guaranteed so please be sure to register early.

### Financial Assistance:

Financial Assistance is available on a first-come, first-serve basis. Please our website for more info and to apply: <https://www.sevymca.org/financial-assistance>. Please allow ten business days for review of these forms and note that your child will not be able to attend the summer camp program until the financial review process is complete, the online camp registration is submitted, and payment is made. It is the goal of the YMCA to not turn anyone away for purposes of financial hardship; however, this is subject to the availability of funds raised through several different annual fund-raising events. Please inquire about how you can be involved in helping raise these much-needed funds.

### Holiday Camp Closure:

Camp will be closed on June 19<sup>th</sup> and July 4<sup>th</sup> this summer in observance of Juneteenth and the 4<sup>th</sup> of July holidays. Your registration fees will not be prorated for this missed day as our enrollment price is the same if you register for 4 or 5 days.

### Cancellation Policy:

The YMCA office must receive notification of the intent to cancel at least two weeks prior to the start of the session. If we receive notification two weeks prior to the camp weeks, we will cancel all program fees before you are ever charged.

There will be no refunds/credits or makeup days for days missed.

If your child is asked to leave camp due to a violation of a camp policy, your program fees will not be refunded. NO EXCEPTIONS.

## **STAFF**

### Qualifications:

The program positions and requirements are:

<b>Camp Director</b>	12 units post-secondary education in early childhood development or related courses including 3 units Childcare Administration and a minimum of 1 year experience.
<b>Senior Counselor</b>	6 units post-secondary education in early childhood education or related course and a minimum of 1-year experience.
<b>Counselor</b>	Completion of YMCA Summer Camp Training Module

### Staff Training:

Every staff person attends regular in-service training events that cover the following topics:

- Positive Discipline and Redirection Techniques
- Safety & Emergency Procedures, First Aid and CPR
- Child Abuse Awareness
- Pool Safety

### Staff to Child Ratios:

We have found that program quality is greatly improved with a lower ratio. It is our goal to maintain a staff to child ratio of 1 to 14 children in attendance and an even lower ratio in our K-2<sup>nd</sup> age group and on water activity days.

## **POLICIES AND PROCEDURES**

### Camp Information:

Before the start of camp, you will receive a welcome email from our camp program director. This letter will highlight what you should bring to camp, how our curbside drop-off works, information about the camp events for the week and how you can contact them if you have any questions.

### What is does a typical camp day look like:

The camp day begins with a group opening, typically starting at 9:00a.m. At opening, songs, skits, and games wake up campers and get them excited for the day. This is also the time when attendance is taken and that lunches are checked in, and sunscreen is applied. Each camp ends their day with a Closing. At closing the group gets together to share reflections of the day, songs, and any announcements or reminders for camp.

### What should my child bring to camp each day:

Each day your child should have a healthy packed lunch and snacks for our AM and PM snack times. They should also have sunblock, a swimsuit and towel and a refillable water bottle. Please be sure to label all belongings with your child's name so that if lost it will be easy to locate in our lost and found. The YMCA will not be responsible for the loss and/or theft of items brought to camp.

Please dress your child in light, durable clothes that can get dirty and closed-toed shoes each day of camp. Sandals and flip-flops are not allowed at any time, but may be *packed* for water play days.

### Daily Lunch, Snacks and Drinks:

Snacks and lunches are not provided at camp. A lunch and at least 2 snacks will need to be provided for your camper every day. The following suggestions should be helpful in planning your camper's lunch:

- Please provide a healthy and nutritious lunch for those long days at camp!
- Lunches and drinks should be packed in small coolers with your camper's name clearly written on it.
- Bring a water bottle labeled with your child's name every day!
- Provide 2 or more snacks each day for morning and afternoon snack time.

Please do not send anything that needs to be warmed up or refrigerated, as we cannot do so.

### How does curbside drop-off work:

Due to school district rules, we are unable to allow parents on site at this time, so all children will be dropped off and picked up using our curbside drop off system. When you arrive at camp please follow the signs to our drop off area and you will sign them in or out using our tablets. Once your child has completed these steps, they will be escorted to their group area where they will check in with their counselors and wait for the start of the day.

### Can My Child Bring an Electronic Devices and Toys to Camp:

Due to the disruptive nature of devices such as cell phones, tablets, toys, etc., these items will not be allowed at the YMCA. If your child needs to make an emergency phone call, he/she may request the use of the camp phone. Please be sure your child isn't bringing these items to camp as they will be busy all day with activities and do not need toys or devices from home. The YMCA is not responsible for lost or stolen items.

### When May I Drop Off/Pick Up My Child Each Day:

Regular camp hours are from 9:00a.m. – 4:00p.m. Extended care is available, at no additional charge, from 7:00a.m. – 9:00a.m. and also from 4:00p.m. – 6:00p.m. every day. Please try to drop off before the 9am start time, this way your child won't miss any of the activities that we have planned for each day. It is imperative that you sign your child in and out every day with our curbside staff and that you have available a proper photo I.D. for pick up. This is for your child's safety. Additionally, no one under the age of 18 is permitted to sign your child out. This is a state of California mandate, therefore no exceptions can or will be made.

### What If I Am Unable to Pick Up My Child by 6:00 P.M:

While we realize that commuting parents are at the mercy of Southern California's freeway congestion, we also have staff that work long, demanding days, providing your child the best and safest camp experience possible. We suggest that you establish a list of friends or relatives who live nearby that you may call in the event that you cannot pick up your child on time. Please provide this information to us at registration so that your child may be allowed to leave camp with those designated people.

It is your responsibility to make arrangements for picking up your child. Please remember that any adult attempting to pick up a child from day camp will be asked to show proper photo identification and must be on the authorized pick-up list. In the event that you are late, and cannot make arrangements for pick up, the YMCA staff will remain with your child and a fee of \$1 a minute will be charged from 6:00p.m. until you are able to pick up your child.

The site clock will be used to determine time of pick up.

### Swimming and Water Play:

- Children will swim on scheduled swim days (weather and special events permitting).
- YMCA reserves the right to suspend swimming activities for disciplinary or safety reasons.
- Children will be given a pool orientation and will be swim tested.
- Weaker or non-swimmers will be kept in the shallow end of the pool and may receive a flotation device.
- Certified YMCA lifeguards and camp counselors supervise children at the pool with a 1:6

ratio.

- Children are not permitted to take full showers (in the locker room), however, they will be allowed to rinse off at our shower on deck.
- Please provide your child with protection from sun (i.e. sunscreen, hat, shirts etc.).

### Sunscreen:

Parents should supply a sunscreen product with a minimum SPF 30 for their child's use. To ensure full and proper application, campers under six years old will be assisted by the counselors when applying sunscreen. Counselors will supervise children over six years old with sunscreen application and will remind the campers to reapply it throughout the day. It is suggested that all sunscreen be applied first thing in the morning, and reapplied throughout the day after swimming, sweating, or when the initial application naturally wears off. The guidelines on the product should be followed. If your child refuses to reapply sunscreen when asked, you will be contacted and informed that he/she is not cooperating. We want you to feel free to provide a t-shirt/rash guard and/or hat for your child's added protection.

### What is the YMCA's procedure for camper discipline:

At the YMCA we do not believe that punishment is the best way to help children learn good behavior. Instead, we use the following graduated approach when a child's behavior goes outside of the group rules or is otherwise inappropriate.

1. Reason with the child.
2. Ask the child to sit a small distance away and take some time to calm down.
3. Reinforce positive behavior.
4. Camp Director will talk with the child to figure out a positive behavior modification plan and will also speak with the child's parents.
5. Plan a conference with both parent and child to come up with strategies to correct the behavior.
6. In extreme or reoccurring cases, the program director will be brought in and will review the situation. Appropriate action will be determined; this can result in temporary or permanent removal from our program.

Physical violence cannot and will not be tolerated at our camp. A first incident will result in a verbal warning, documentation, and parent conversation with the Camp Director.

Successive incidents will be dealt with on a case-by-case basis depending on the severity and amount of program disruption involved. The YMCA reserves the right to immediately terminate camp enrollment in cases of extreme misconduct that may endanger others.

Children found with weapons or dangerous objects are immediately terminated from the camp program.

### Parent Code of Conduct:

The YMCA expects that all participating parents act as positive role models while at a YMCA site. Participants, parents, and guests are expected to behave in a civilized manner toward one another and toward YMCA employees and volunteer staff at all times. Parents who exhibit inappropriate behavior will be asked to leave the site immediately.

While it is rare that extreme incidents occur with adults relating to our camp program, The YMCA reserves the right to immediately terminate camp enrollment due to extreme hostility or misconduct

demonstrated by adults/parents. Parents may not discipline children who are not their own at the YMCA.

Conversely, if you observe a problem with our camp program or with a staff member, please contact a YMCA Camp or Program Director and/or put your complaint in writing. By doing this, we avoid any unnecessary confrontations that might be uncomfortable for the children, other parents, and the staff.

### Bathroom Accidents:

All children in our program must be toilet trained. However, we understand that there may be an occasional accident. If this occurs with your child, we will do the following:

- You will be called to bring a change of clothes.
- You or your child may change the clothes and return to the site.
- If your child already has a change of clothes, he/ she may clean himself/ herself up and change clothes.
- Our staff may not assist in changing soiled or wet clothes.

### Injuries

If your child is injured, we are legally only allowed to:

1. Rinse and administer Band-Aids and ice packs for minor cuts, scrapes, and bumps.
2. Contact you or your emergency contact if any injury may require medical attention.
3. Secure medical treatment immediately in the event that you cannot be reached or if the nature of the injury warrants immediate action.

### Illness:

In order to prevent the spread of illness, your child cannot attend the YMCA Camp program with any one of the following symptoms or illnesses listed below.

\*Please note that if any of these symptoms or illnesses become present while at camp, your child will need to be picked up within an hour.

- Fever, cough, sore throat, difficulty breathing and loss of taste or smell (currently or in the last 14 days)
- Cold or Flu
- Contagious Rash
- Chicken Pox
- Diarrhea/Vomitting
- Lice
- Measles/Mumps
- Conjunctivitis (pink eye)-child may return after 24 hours of medication
- Scarlet Fever
- Whooping Cough



### What if my Child needs to take Medication while at camp:

- A signed Authorization to Administer Medication form must be filled out and accompany the medication. This form must be submitted to the camp office at time of registration.
- Medication must be brought to camp by the parent in the original prescription container. Do not send the medication with your child.
- If it is an over-the-counter medication, a written note from your child's doctor must be provided.
- Please be sure to list all medications and allergies on your child's registration form and speak to your Camp Director.

### Lice Prevention Policy and Procedures:

Occasionally there may be instances of lice at summer camp. To prevent the spread of lice, we have instituted specific policies and procedures.

Please help the staff adhere to our policy and procedures. If you have any questions or concerns please contact the YMCA camp office.

#### Before Camp Starts

1. Check your child's hair for any indication of lice.
2. If you suspect your child has lice or you find nits...
  - Make sure all nits are gone before your child can begin camp.

#### After Camp Begins

3. If an incident of lice occurs or we suspect we may have a lice issue at camp, your child's hair/head will be checked by a staff member, in a discreet manner.
4. If a staff member finds lice...
  - Staff will alert parent to the situation.
  - Staff will give parent a copy of our lice procedure guide and staff will make the camp parents aware that lice may be going around.

You may also visit the National Pediculosis Association for more information at:

[www.headlice.org](http://www.headlice.org)

### WHOM SHOULD I SEE WHEN I....

Have a question about payment	YMCA Billing Office
Want information about other YMCA programs	YMCA Billing Office
Have a concern about a camper	Camp Director
Have a concern about a camp counselor	Camp Director
Have a concern about a camp activity	Camp Director
Have a concern about a program policy	Program Director
Have concerns about a Camp Director	Program Director

### THANK YOU FOR TAKING THE TIME TO READ THIS

YMCA Day Camps challenge children to grow in imagination, creativity, self-directed initiative, and leadership. We are dedicated to changing the lives of our campers in the most positive way possible. Thank you for giving us the opportunity to do so!

Happy Camping!

The YMCA Childcare Staff