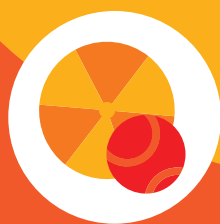




the

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BEST SUMMER EVER™



**YMCA of Greater Michiana  
Day Camps**

**Parent Handbook 2021  
State of Indiana**



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# WELCOME TO THE YMCA OF GREATER MICHIANA SUMMER DAY CAMP PROGRAM!

Dear Parents,

We are committed to providing your child with a safe, enriching summer camp experience that incorporates the YMCA core values of Caring, Honesty, Respect, Responsibility, and Inclusion.

Camp is a fun place for your child to meet friends and learn new skills. Furthermore, at our Y you can also expect that your child will benefit by learning lifelong skills and building a stronger character. Through the week, campers will participate in a plethora of activities that teach our character values while being encouraged and recognized for demonstrating these values throughout their camp experience. Y character counts!

At the Y, it's vital that children are engaged in activities in which they are continuously learning and provided experiences that build self-esteem. Our summer camps include programs where children learn by hands on experiences, dramatic play and are physically active.

We know that the quality of your child's camp experience hinges on the excellence of our staff members. Because our staff team means so much to each of our campers, we focus on selecting, retaining and training the best Camp Leaders. Our staff members are engaging, energetic, fun and excited to spend each day of camp teaching your child.

**You have made a great investment in your child's future!**

Maycie Wise  
Youth Development Coordinator



## MISSION & PHILOSOPHY

This parent handbook provides valuable information about your camper's activities, the Program's philosophy, policies, and general information about our program. You may refer any questions regarding this handbook to the Program Director at your chosen branch.

### YMCA MISSION STATEMENT

We put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

### PHILOSOPHY

YMCA day camp programs foster each child's cognitive, social-emotional and physical development through opportunities and experiences which focus on achievement, relationships and belonging. It is our belief that each camper is a unique individual with his or her own rate of development. Our goal is to introduce the campers to as many positive experiences as possible that will assist in the development of individuality in each camper and encourage an awareness of themselves and others.

The planning of each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development. Each child is encouraged to develop at his or her own unique rate by encouraging skill development and leadership opportunities. Through the Y's day camp program, campers participate in fun and educational activities that help them with:

- **ACHIEVEMENT** - Learn and master skills that help them realize their passion, talents and potential
- **RELATIONSHIP** - Build friendships with new friends and staff adding to their well-being
- **BELONGING** - Help them feel like they belong so they feel safe, welcome and free to express their individuality

We are partners in your child's development. We aim to provide opportunities to strengthen the family unit and give the family and the YMCA the opportunity to work, play, learn and thrive together.

Finally, the YMCA collaborates with other organizations which are committed to serving the needs of all children and families. It's through these collaborations, a strong youth development focus and intentional program assessment that the Y delivers consistent quality programs.

## SPECIAL NEEDS

If a child has special needs, please contact the Y so that we can set up a time to talk before the child begins attending our program. We welcome all children at the Y, however, we do not have the capacity to provide one-on-one staffing support and attention. This meeting is designed to exchange information to make sure we can accommodate your child's needs within our staffing capabilities. We want to see that the family's needs and expectations are met. We encourage open dialogue about what works, and what doesn't, for your child.

## DROP OFF & PICK UP

Parents will be required to sign their children out. For the safety of your child, campers will not be released to anyone whose name is not on the Health/Emergency Form. Please send a note if someone not listed on this form will pick up your child. A photo I.D. will be required when picking up your child from camp.

**Drop-off: 7:00-9:00 AM**

**Pick-up: 4:30-6:00 PM**

Any drop-offs or pick-ups between 9:00 AM-4:30 PM will need to report to the Member Service Desk.

### What if I am late picking up my child?

We understand unavoidable situation may arise. If you find that you are going to be late, please call immediately to let us know so neither staff nor your child will worry.

After waiting for 15 minutes, staff will begin calling the child's emergency contact list for those allowed to pick up the child. If staff has waited an additional 30 minutes and you have made no contact, proper authorities will be called.

You will be required to pay an additional fee of \$10 for each 10-minute increment past closing time. Payment is to be made at pickup.

## HOURS OF OPERATION, HOLIDAYS, & UNFORESEEN CIRCUMSTANCES

### Day Camp at O'Brien Fitness Center

Monday-Friday  
7:00 AM-6:00 PM

O'Brien Fitness Center  
321 E. Walter Street  
South Bend, IN 46614

### DAY CAMP PROGRAMS WILL BE CLOSED ON THE FOLLOWING DAYS:

- Independence Day (Select camps also closed July 3 if applicable)

The program will make every attempt to remain open. However, it reserves the right to close based on licensing recommendations and the safety of the children in our program. In the event of severe weather, closings will be posted via email and the YMCA website ([www.ymcagm.org](http://www.ymcagm.org)). Tuition remains the same, regardless if the program closes for any unforeseen circumstances (severe weather, power outage, as examples).

## WHAT TO BRING

- Backpack or bag to keep your items in
- A water bottle (water will be provided)
- Tennis shoes are required (please no sandals for safety reasons)
- Bathing suit and towel or a change of clothes (we will have daily water activities)
- Sunscreen/Bug Spray

**Please write your child's name on EVERYTHING.** Please keep valuable items at home. We are not at fault for lost or stolen items. Unclaimed lost and found items will be donated to local charities.

## PERSONAL BELONGINGS

Campers should have their name on all belongings. Do not bring anything valuable to camp that could be lost or taken, including electronics and cards. All belongings are the responsibility of the camper and should be kept in a tote bag or backpack. Lost items will be displayed at pick-up time, check through these items periodically. We will not be responsible for lost or missing valuables brought to camp.

## SCREEN-FREE CAMP

Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from camp experience. If a cell phone or any electronics come to camp it will be collected and placed in the supervisor's possession until pick up. Please contact the camp supervisor in cases of an emergency and you need to reach your child. We are not responsible for lost or stolen items.

## MEALS

Lunch and an afternoon snack will be provided. Campers need to come to camp fed breakfast. Campers are welcome to pack their own lunch or extra snacks. All food needs to be sack lunch style. There is no refrigeration available.

## SUNSCREEN POLICY

Campers will be given opportunities every 90 minutes to use sunscreen while participating in the camp day, the following procedures **MUST** be followed in accordance to YMCA policies.

- Keep the sunscreen in the original container, labeled with your campers name
- Camp staff will remind campers to apply sunscreen multiple times a day
- Camp staff can only assist with spray sunscreen.

## FIELD TRIPS

Specific weeks will have field trips scheduled to fun and exciting places. Field trips are listed with each camp description. By signing the registration form, you acknowledge that your child will be going on field trips. Each week we will leave for our field trip at a specific time, so please look for weekly handouts with dates and times. We are not responsible if your child is late and our bus has left. Please do not send money; campers will not be allowed to purchase items on field trips.

# MEDICAL MATTERS

## Children\* should stay home if they:

1. Are feverish or have has a fever in the last 24 hours
2. Have a hacking cough or sore throat
3. Have vomited or had diarrhea in the last 24 hours
4. Have pink eye or symptoms which might be pink eye
5. Have been on antibiotics for strep or other contagious infections less that 24 hours
6. Are too "out of sorts" to participate in class activities

\*These standards apply for staff and volunteers as well

## Medicines

Prescription medication must be in the original container with the original label and current date attached.

If you wish for us to administer prescription or over-the-counter medicine, we must have a doctor's order on file that indicates the dosage, the frequency, the name of the medicine and the symptom. These orders are valid for one full year.

Medications must be signed in by the parent and the staff will complete the form upon administering the medication after a safety check is performed.

We must have a signed parent's note if a child should be kept indoors.

| Condition for Exclusion                                                                                                                                                                  | Condition for Returning                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Axillary or ear temperature 100 degrees or greater                                                                                                                                       | Fever free for 24 hours (without the use of fever-reducing medication)                                                                                                        |
| Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrollable coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs | Until medical evaluation allows inclusion (doctor's written approval for return)                                                                                              |
| Abnormally loose, uncontrolled diarrhea, that is-- increased number of stools, increased stool water, and/or decreased form that is not contained by a diaper                            | Diarrhea free for 24 hours                                                                                                                                                    |
| Vomiting                                                                                                                                                                                 | Vomit free for 24 hours and able to eat solid foods or until health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration |
| Red or blue in the face, or making high-pitched croupy or whooping sounds after coughing                                                                                                 | Until health care provider or health official determines the condition is noninfectious                                                                                       |
| Unusual spots or rash with fever or behavior change                                                                                                                                      | Until health care provider determines that these symptoms do not indicate a communicable disease                                                                              |
| Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge)                                                                                          | Until 24 hours after treatment has been initiated                                                                                                                             |
| Untreated scabies, head lice, or other infestation                                                                                                                                       | After treatment and free of infestation, such as lice or nits                                                                                                                 |
| Known contagious diseases while still in the communicable stages                                                                                                                         | Until health care provider determines the condition is noncommunicable                                                                                                        |



## COVID-19 SCREENING

|                                                                                  |     |    |
|----------------------------------------------------------------------------------|-----|----|
| Do you have a fever of 100.4*?                                                   | YES | NO |
| Have you experienced a persistent cough?                                         | YES | NO |
| Do you have shortness of breath or difficulty breathing?                         | YES | NO |
| Have you had contact with anyone known to have a lab-confirmed case of COVID-19? | YES | NO |

If you responded "YES" to any of these questions, please know the child will not be permitted to be in care until you are symptom free for an appropriate amount of time.

### When can I return to Y Care (Questions 1-3)?

If you had a fever, cough, or shortness of breath but have not been exposed to someone with COVID-19 and have not tested positive for COVID-19, you should stay home and are not allowed in Y Care until you are fever free (100.4°F [37.8°C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

### When can I return to Y Care (Question 4)?

You may return to Y Care 14 days from last contact.

## HAND WASHING

Children are to wash their hands upon entering a classroom, before and after meals, after toileting, before and after the use of sand, water or play-doh, and after wiping a nose, touching mouth, etc.

### THE STOP DISEASE METHOD OF WASHING HANDS:

1. Turn on water and wet hands
2. Soap for at least 20 seconds outside the stream of water (scrub backs of hands, wrists, between fingers and under fingernails)
3. Rinse
4. Towel dry (or place hands under electric hands-free dryer)
5. Turn off faucet with paper towel (if faucet is not hands-free)

## HOW TO PROPERLY WASH HANDS



**STEP 1**  
Wet hands



**STEP 2**  
Dispense soap



**STEP 3**  
Lather hands  
for 20 seconds



**STEP 4**  
Rinse hands



**STEP 5**  
Towel dry



**STEP 6**  
Turn water off  
with paper towel



## ACCIDENT, INJURY, INCIDENT, AND ILLNESS REPORT

Any time there is an accident involving your child, whether it be a behavioral incident or physical incident, all occurrences will be documented. These documents are confidential, and are not to be discussed with other families. Our job is to protect all parties involved. When the center observes changes in a child's health, a child experiences accidents, injuries or incidents, or is too ill to remain in the group, parents will be notified via written report or phone call based on circumstance.

If it is a major incident, such as: head injury, broken bone, sever lacerations—parents will be notified immediately. If it is a minor incident, such as: stretch, bruise, bump—parents will receive a report upon pickup at the end of the day.

## SOCIAL RESPONSIBILITY DEVELOPMENT & DISCIPLINE

We want your child to enjoy the activities planned, and benefit from his/her experience. Staff will work with them to help them understand the rules and give clear definitions of acceptable and unacceptable behavior.

### Y Ties

We will be using our Y TIES Program to develop our children's social responsibility. This program allows the opportunity for students and staff to make living the Y character values tangible and collective. Children will be able to make individual pledges or goals, demonstrate their pledge, recognize their efforts and success, and reflect on their pledges and goals.

### Expectations

- Follow directions
- Keep hands, feet, and objects to yourself

### Positive Reinforcement

- Praise
- Group rewards
- Special privileges
- Y Bucks

### Consequences

- Warning
- Activity restriction
- Behavior documented
- Parent notification
- Immediate call to parents for pick-up
- Suspension

**\*\*In severe incidences, the site director will determine appropriate consequences. We do not condone use of corporal punishment, making fun of, threatening or yelling at children, using profanity, or leaving student unsupervised. Fighting, hazing of peers and disrespect toward staff will not be tolerated.\*\***

## STAFF TRAINING AND QUALIFICATIONS

All our staff at Camp are required to attend 21 hours of training. Most of this training is completed before hand and some throughout the course of summer camp.

Our comprehensive training and development program includes CPR/ First Aid, behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the YMCA summer camp programs, they learn how important it is to remind campers to apply sunscreen throughout the day, how to do head counts, how to check children in and out, how the drop off and pick up operates. They explore techniques of how to better interact with children, build others self esteem and confidence, and become experts in sports, games, and arts and crafts.

Volunteers are required to go through screening and a background check. Please contact camp director for opportunities.

# CAMP OVERVIEW

## Day Camp at O'Brien Fitness Center

Your child will have a blast with 11 themed weeks of camp! Each day, we will enjoy physical activity, crafts, and opportunities to make new friends. We will be outside as often as possible to enjoy the summer weather! Pick the weeks you want! Campers will be provided a lunch and afternoon snack.

### Where

O'Brien Fitness Center  
321 E. Walter Street  
South Bend, IN 46614

### When

June 1–August 13  
Monday–Friday  
7:00 AM–6:00 PM

### Ages

4 years–8th Grade

## Weekly Cost

|                              |               |                   |
|------------------------------|---------------|-------------------|
| No Field Trip Weeks          | Member: \$125 | Non-Member: \$155 |
| Field Trip Weeks (4, 5, & 6) | Member: \$145 | Non-Member: \$185 |

## Registration

- A \$25 non-refundable deposit for each registered week must be paid to retain your child's place unless you pay in full at the time of sign-up. Deposit goes toward weekly fee.
- Final payment must be paid two weeks prior to the Monday of attendance. If final payment is not made, the available spot will be filled by a child on the waitlist.
- A registration form must be filled out before a camper's first week of camp.

## Dress Up Days

Dress-up days are Thursday of each week!

## Daily Schedule

|                  |                           |
|------------------|---------------------------|
| 7:00–9:00 AM     | Free Choice/Open Ceremony |
| 9:00 AM–12:00 PM | Programs                  |
| 12:00–1:00 PM    | Lunch/Recess              |
| 1:00–4:00 PM     | Activities                |
| 4:00–4:30 PM     | Snack                     |
| 4:30–5:00 PM     | Closing Ceremony          |
| 5:00–6:00 PM     | Free Choice               |

# WEEKLY THEMES

## LEGO Week

### Week #1 June 1–4

Build and create with a week of Lego-inspired activities. Campers will play games, do crafts, and use their imagination to build and create.

Dress-Up Theme: Sunglasses

## It's A Zoo

### Week #2 June 8–12

Campers will have fun with all things animals. Let out your inner Zookeeper, marine Biologist, or veterinarian as your camper explores animal-related activities.

Dress-Up Theme: Favorite animal

## **Grossed Out**

### **Week #3 June 14–18**

Get ready for a week of icky, sticky, silly stuff that you can create and play with! Slimy games and sticky crafts are sure to be a great time.

Dress-Up Theme: Wacky tacky

## **Out of This World**

### **Week #4 June 21–29**

Join us for a week of space exploration! Our space explorers will blast off on a grand adventure and learn about our solar system through fun games, crafts, play, and hands-on experiments.

Dress-Up Theme: Red, White, & Blue

Field Trip: YMCA Camp Eberhart

## **Art Week**

### **Week #5 June 28–July 2**

Paint, Sculpt, create, and design your way through a week of art fun. Campers will let loose their inner artist and explore their creative side.

Dress-Up Theme: Favorite Color

Field Trip: YMCA Camp Eberhart

## **Water, Water Everywhere**

### **Week #6 July 5–9**

It's time to get soaked! Splish and Splash through an awesome fun-filled week. Summer is hot but your camper will stay cool with activities like water sponge games, water kick-ball, slip n' slides, and more.

Dress-Up Theme: Tie-dye

Field Trip: YMCA Camp Eberhart

## **STEM Week**

### **Week #7 July 12–16**

Explore your scientist's potential and creativity through various STEM-based challenges. Put on your lab coat as we explore different theories and myths. Campers will enjoy science activities, technology, engineering, and mathematic fun.

Dress-Up Theme: Pajama Day

## **Superheroes**

### **Week #8 July 19–23**

Grab your favorite superhero costume and join us for a week of adventure. We will explore the exciting world of our favorite superheroes with crafts, songs, and more!

Dress-Up Theme: Superhero

## **Sports Week**

### **Week #9 July 26–30**

We will spend the week playing some of your favorite sports and displaying your spirit all over camp. Throw on your favorite team colors and create a team flag, learn a new team cheer, and play tons of sports!

Dress-Up Theme: Jerseys

## **Survival & Nature**

### **Week #10 August 2–6**

Become one with nature this week as we learn all about navigating the wilderness and identifying everything that's around us. From bugs to trees to natural formations, learn about what makes being outside the best!

Dress-Up: Crazy Socks

## **Under the Sea**

### **Week #11 August 9–13**

Join us for a week of water and sea creature fun. Campers will surf through the week of crafts and activities inspired by the sea.

Dress-Up: Backwards Day