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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREAT SUMMERS START HERE

**Summer Day Camp
Parent Manual**

Mission Valley YMCA/Toby Wells YMCA

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WELCOME TO YMCA CAMP

Mission Statement: The YMCA is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God through the development of the Spirit, Mind, and Body.

YMCA Day Camps give your camper an experience that will last a lifetime. Day campers are able to explore creativity, teamwork and leadership in a wide range of adventurous programs that lead to lifelong healthy living. Day camp builds self-confidence and self-esteem, and develops values of good character, all while having a ton of fun and making new friends!

Parents are every Y's partners in making day camp an outstanding developmental experience for their kids. In order for our campers to get the most out of day camp, we need your help. Knowing that no two campers are exactly alike, we ask that you help us get to know your camper. We encourage you to share with us your ideas, thoughts and any concerns that may help us create an environment that is best suited for your camper.

Today, Y Day Camp is more vital than ever. With an increased emphasis on camper safety, personal values and social skills, we want the very best for your child. At the Y, we are committed to the development and well-being of your campers.

Did you know that Mission Valley and Toby Wells YMCAs are accredited by the American Camp Association?

All of our Day Camps have been accredited by the American Camp Association. We meet or exceed the highest standards in the camping industry including health, safety, personnel, transportation and facilities. For more information regarding ACA standards please visit acacamps.org.

CAMP GOALS AND OUTCOMES

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. It is our hope that the experiences we provide will foster creativity and individuality in each camper, and encourage an awareness of themselves and others.

The YMCA of San Diego County has established the following goals for all campers:

- To grow personally and gain a greater sense of his or her own worth
- To be inspired to live by the character values; caring, honesty, respect and responsibility
- To experience improved personal relationships
- To learn to appreciate diversity
- To become better leaders
- To have fun!

**Branch Information:
Misson Valley YMCA and Toby Wells YMCAs**

CAMP LOCATIONS

Mission Valley YMCA
5505 Friars Road
San Diego CA, 92110

Toby Wells YMCA
5105 Overland Ave
San Diego, CA 92123

PEOPLE TO CONTACT

Program Operations

Quinton Buckley
qbuckley@ymca.org

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Mission Valley YMCA
619 298 3576

Toby Wells YMCA
858 496 9622

Financial Assistance Administrators

Chelsea Earley
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Chandra Dixon
cdixon@ymca.org

Mission Valley
619 298 3576

Toby Wells
858 496 9622

CAMP HOURS OF OPERATION

Free Extended Camp	6:30 a.m. – 8:30 a.m.
Camp Program Hours	8:30 a.m. – 4:00 p.m.
Free Extended Camp	4:00 p.m. – 5:30 p.m.

SIGN-IN/SIGN-OUT PROCEDURES

In order to ensure the safety of your camper, it is mandatory that each camper be signed in and out daily with a legal signature and time by an authorized adult.

AUTHORIZATION TO PICK UP CAMPER

Only adults who are authorized in writing by the parent will be allowed to pick up your camper. All adults picking up campers from Camp are required to **identify themselves with a photo ID.**

LATE ARRIVALS

It is imperative that your camper arrives to camp on time. If campers are late, it will be the responsibility of the parent to ensure that the camper is signed in and arrives safely to his or her designated camp. Typically, buses start departing at 9:00 am for camp activities.

LATE PICK-UPS

Children not picked up at the end of the camp day will be supervised by our staff. A fee of \$1 per minute will be charged when your camp ends. For example, camp ends at 5:30 p.m., and if a child is picked up at 5:55 p.m., there will be a charge of \$25. Every attempt will be made to contact parents or a listed authorized pick-up. If by 6:30 p.m. all contacts are not reachable, and the child has not been picked up, Child Protective Services will be contacted. **A late fee will be assessed starting at 5:30 p.m. according to our clock.**

CALENDARS

Weekly calendars will be posted on the Mission Valley YMCA website at the end of each week, for the following week. In addition, calendars will be available at AM/PM during Sign-In and Sign-Out.

TRANSPORTATION

All transportation will be provided in busses. All vehicles are inspected on a daily basis, and periodically checked by a licensed mechanic, as well as the California Highway Patrol. Our drivers have Class B driver's licenses and/or School Bus Certificates. They have completed YMCA training and have passed written and driving tests administered by the Department of Motor Vehicles. We strive to adhere to our transportation schedules.

VENDOR WAIVERS

Some of our specialty camps will require additional waivers in order to have children participate. Sign-In binders will be marked with a bright "Additional Waiver" signs, which will be located at AM/PM. If you have any questions, please check in with your child's Unit Leader.

MEDICATION

Should your camper need to take medication during the program, we will administer it as directed. The following items are essential for us to dispense any medication:

- The medication will need to be checked in with a Day Camp Staff. Please do not leave the medication with your camper, including over-the-counter medication: epi-pens, inhalers, creams, eye drops, etc.
- Medication must be in its original container with labeled prescription instructions.
- A completed Medication Release form must be signed and submitted.

ILLNESS/INJURY

If your camper becomes ill while at camp, we will contact you to pick him/her up. If your camper is injured, we will take necessary steps to provide first aid. If we are unable to reach you in the event your camper needs medical care, he/she will be transported to the hospital by a YMCA vehicle or ambulance. **It is extremely important that you notify the YMCA of any changes in your work or emergency phone numbers.**

LUNCHES/SNACKS

Please make sure to pack a daily lunch for child. The YMCA will provide an afternoon snack for every child in camp. Parents may pack an additional snack for their child that may be eaten during snack time. Please refrain from packing processed items such as cookies or chips.

WHAT NOT TO BRING TO CAMP

The following are not allowed at camp: personal toys, electronics, animals, weapons, drugs, alcohol, electronic devices, candy and soda (healthy eating is encouraged).

CLOTHING

Campers are required to wear closed toe shoes and socks daily. Belongings are the responsibility of the camper. A backpack is helpful in keeping your camper's belongings in a safe place. Please clearly mark your camper's belongings with his/her name.

CAMP T-SHIRTS

Camper t-shirts are available for sale at AM/PM for \$10 each. Shirts may be worn on any day. We highly encourage the use of shirts on field trip days.

SWIMMING

Please see your camper's camp activity schedule for specific swim days. **Campers who wish to swim must bring a swimsuit, towel, sunscreen and plastic bag.** All campers that want to swim in the deep end are required to take a swim test before swimming in the YMCA pool or beach on a daily basis. The swim test consists of jumping in deep water, returning to the surface, treading water for 60 seconds and swimming 25 yards (the length of the pool) on the surface with rudimentary side breathing. If a camper is unable to pass this test or if a camper chooses not to take the swim test and cannot stand comfortably in the water (water no higher than the armpits), s/he will wear a life jacket in the pool and will stay in the closely supervised shallow end of the pool. In order to keep your camper safe, all campers take the swim test every day. During beach visits, campers are required to take a swim test daily – if campers pass the test, they are allowed to go in waist-deep; if they do not pass, they are allowed to go in ankle-deep.

SUN PROTECTION

Parents should apply sunscreen before campers arrive to camp in the morning. We apply sunscreen at snack time, lunchtime, and in the early afternoon. If you do not want sunscreen applied to your camper, or would like a special type of sunscreen applied, please send a note to your child's Camp Unit Leader each Monday and provide them with the special sunscreen.

EXTREME WEATHER

Our camps are designed to operate outside for the majority of each day. In the event of extreme weather we will do what is best to keep campers safe, by utilizing indoor and/or shaded areas of our facility. This may affect their regularly scheduled activities.

BATHROOM PROCEDURES

No camper is ever alone or one-on-one with a staff member. All campers will take trips to the bathroom with the entire camp and/or camp groups of at least two campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

DAY CAMP STAFF

We model the YMCA Character Development values of caring, honesty, respect and responsibility. Most importantly, we are made up of people who love working with kids. We are creative people with good hearts who are silly enough to sing "The Y Song" at the top of our lungs! We are First Aid/CPR certified and are required to attend three days of training prior to the first day of Summer Camp. Our Unit Leaders attend additional training.

RATIOS

We operate on the following ratios, which are recommended by the American Camping Association. For camps with a wide age range, we use a 1/10 (staff per child) ratio.

Ages 5 years	Ratio: 1/6
Ages 6 to 7 years	Ratio: 1/8
Ages 8 to 12 years	Ratio: 1/10
Ages 13 to 16 years	Ratio: 1/12

Y STAFF & BABY-SITTING

YMCA of the USA policy states that our staff (while they are employees of the YMCA) are not permitted to baby-sit for or interact with campers outside of our programs. Please help us in upholding this policy.

CHILDREN WITH SPECIAL NEEDS

Parents often request that a specific staff person be designated to facilitate their child's participation, in a large group setting, if their child might not otherwise be successful in this environment. We will consider requests for a Special Assistant and work with you to determine whether or not your child can be fully integrated into camp without additional supports. The determination of whether or not a Special Assistant can be provided must be based on the availability of trained staff.

Prior to registration, a Request for Special Assistance must be completed, discussed with a YMCA director, or director's designee, and approved by the Camp Management Team. This should be done as soon as possible, as space and available staff is limited.

FINANCIAL ASSISTANCE/CAMPERSHIP

Financial Assistance is available to those families who qualify. Applications are available at the service desk and online. Assistance is based on verified income and completed applications. Please contact the Financial Assistance administrator for further information.

THIRD PARTY PAYMENT ATTENDANCE SHEETS

Parents, who are funded by the county or other agency, are required to sign attendance sheets in addition to the YMCA Day Camp sign-in/out book. **All sheets must be signed by the last day of each week. Failure to complete required paperwork will result in a call to the appropriate third party agency.**

GIVING BACK

The Y provides scholarships and financial assistance for children to attend camp every session. This is made possible through the generosity of our community. If you wish to help a child go to camp, please see our Camp Director for information.

REFUND/VOUCHER/TRANSFER POLICIES

The purpose of our Refund/Voucher/Transfer Policy is to allow the YMCA to maintain quality programs and proper class ratios while maintaining flexibility with our members and participants. All requests are subject to director approval and take three to five working days for approval.

Refunds/Vouchers/Transfers

- Program participants who request a transfer must remain in currently enrolled program area and session.
- Before the start date of the program: 100% voucher or refund less program deposit, uniform fees or vendor fees if applicable.
- After the first meeting of the program: 75% voucher or refund less program deposit, uniform fees or vendor fees if applicable.
- After the second meeting of the program: \$0 voucher or refund (medical/special circumstances at the branch's discretion).
- Camp deposits are full transferrable to another camp up to the second day (if space is available).
- Camp fees increase by \$25 on the Tuesday (seven days) before the camp begins
- Balances are due on the Monday before the next week of camp. Unpaid balances will result in a deletion from the program (and loss of deposit) to open space for other registrations. Campers may re-register and pay in full for the camp from which they were deleted.

FEEDBACK

We love to hear from our campers and parents! Camp leadership teams use your feedback to make positive changes to our program.

CAMP RULES

Honesty

Always tell the truth
Admit to your mistakes
Say "I'm Sorry"

Respect

Always use your good manners
Keep a positive attitude
Look at the person you are talking to

Caring

Help others out
Keep your hands to yourself
Share your smile with others

Responsibility

Put things back where they belong
Clean up after yourself
Be accountable for your own actions

OUR BUS RULES

- Campers must remain seated while on the bus
- Campers are not allowed on the bus until accompanied by a camp leader
- Keep hands, arms and head inside the bus
- Nothing is to be dropped out of windows
- Noise level must be regulated so as not to interfere or disturb the driver
- No eating or drinking allowed on the bus
- Windows are opened and closed by Camp Leaders. No objects are to be tossed out the window.
- All passengers on the bus are required to follow bus driver instructions

YMCA OF SAN DIEGO COUNTY CAMPER BEHAVIOR EXPECTATIONS

At YMCA CAMP we want every camper to have the best camp experience possible; full of fun, learning and growth.

To ensure that we maintain a relationally safe environment and that each camper is free to experience camp life to its fullest, we will not tolerate any behavior that takes that opportunity away from other campers. We will be seriously addressing all incidents such as bullying and irresponsible behavior, and will train the staff to recognize and deal effectively with such behavior.

Understanding that camp is for ALL campers, any behavior deemed by the camp to be outside of the camper behavior expectations and/or unmanageable may result in any or all of the following:

1. Meeting with the Camp Leader, Camp Director or Executive Director to discuss the behavior.
2. A telephone call home to the parent/guardian to discuss the behavior.
3. Being dismissed from the camp program.

AS A CAMPER I WILL:

- Show respect to other campers, treat them as well as I would like to be treated, and try to be a friend to all
- Have FUN but not at the expense of others
- Show respect to camp staff and cooperate fully with their instructions
- Respect the rights of others and treat others with courtesy and consideration
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly. I understand that unwelcome teasing or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other campers or staff. I understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Respect the property of others and camp, which includes no stealing, property damage, graffiti or vandalism
- Remain with the group and within the boundaries that have been set
- Remember that physical displays of affection or of a romantic nature are not allowed under any circumstances
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action or dismissal from camp
- Know and follow the rules of camp
- Have lots of FUN, learn, grow and have a GREAT time!

YMCA OF SAN DIEGO COUNTY POSITIVE GUIDANCE POLICY

GENERAL STANDARDS FOR POSITIVE GUIDANCE:

1. Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
2. Guidance is a process of teaching, learning and positive reinforcement.
3. Set developmentally appropriate guidelines for campers.
4. Verbal abuse or name calling is not permitted. Guidance will not be associated with food, rest or toilet training.
5. Corporal (physical) punishment will never be allowed.
6. Procedure requires organized process of guidance. Limits are set to foster caring, honest, respectful, responsible, and self-sufficient campers. Positive Guidance is integrated into the overall program plan of the camper care setting.
7. Behavioral concerns of individual camper are not discussed with other parents.

SUMMARY:

Staff in YMCA camper care programs use a positive, teaching form of guidance. Staff continually remind campers of program guidelines. Campers are redirected to other activities when behavior contradicts the above guidelines. Parents are always kept informed of their camper's progress.

When the above steps are ineffective in redirecting a camper's behavior, more serious action may be taken. If a camper is placed on a Behavior Contract, the first time a parent/guardian needs to be called, the camper may be sent home for the day. The second time, the camper may be suspended for a pre-determined length of time. If the camper is still having difficulties in the program and we are not able to meet the camper's needs, the camper may be removed from the program.