



We build strong kids, strong families, strong communities.

# **Parent Handbook Summer 2010**

Licking County Family YMCA  
Western Branch  
355 W. Broad Street  
Pataskala, Ohio 43062  
YMCA Phone 740-964-6522  
YMCA CAMP Phone 740-404-6631  
[www.lcfymca.org/wb](http://www.lcfymca.org/wb)



YMCA

We build strong kids,  
strong families, strong communities.

Dear YMCA Parents/Guardians,

We are very happy you and your child have chosen to join the YMCA this summer for day camp. This is our tenth year offering summer camp programming in Western Licking County. Each year we make changes to constantly improve our programs. Please read this handbook carefully as some things have changed from last year. This summer Day Camp will be held outside at Beachwood Trails Park and Pool, located at 248 Needles Drive. The rented cabins and will be used mainly for special activities and shelter during rain storms.

We hope to rekindle camp traditions each week to make our campers feel more connected with the YMCA and each other.

Camp is our favorite time of the year and we hope you enjoy your summer this year as much as we do in offering this program.

Thank you again for joining us.

Sincerely,

Janna Smith  
School Age Program Director  
Licking County Family YMCA Western Branch  
Office: 740-964-6522  
Camp: 740-404-6631  
[WesternBranchYMCAcc@lcfymca.org](mailto:WesternBranchYMCAcc@lcfymca.org)

## Camp Day Activities/ Definitions

### **Before Care**

Before care starts at 6:30AM and runs daily until 9AM. During Before Care campers are engaged in quiet time activities such as puzzles, reading, arts and crafts, or playing quiet games. The purpose of before care is to allow parents to drop off campers before camp is scheduled to begin. **Parents must sign their child into camp upon dropping off.**

### **Opening Circle**

This ceremony marks the formal start of the camp day. During this time, campers participate in singing songs, performing skits, sharing of announcements and meeting with their counselors.

### **Closing Circle**

This marks the formal closing of the camp day. During this time, campers sing songs, may perform a skit, are recognized and awarded for great character during the day or the week.

### **Swim Time**

Send a swimsuit and towel with your child daily. We strongly recommend that each item be labeled with your child's name and placed in a bag. Campers **MUST** also bring sunscreen. We are scheduled to attend the pool at Beachwood Trails on a daily basis, so please make sure your child comes to camp prepared with the appropriate swim attire.

### **Lunch / Snack**

Campers must have a healthy packed lunch for each day of camp they attend. To eliminate confusion, please make sure that your child's name is well marked on all coolers or lunch bags. **All food items must be non-perishable, as we cannot provide refrigeration.** Please pack extra snacks and plenty of drinks for your child as we will take time in the morning and afternoon to have a small snack. ***The campers will not be able to buy snacks at the pool, so please DO NOT send money to Day Camp with your child.***

### **After Care**

After care starts at 4:00 PM and runs daily until 6:30PM. After care is similar to before care in structure. The afternoons also include a good deal of outdoors play. **Parents must sign their child out of camp**

### **Special Notes**

Please feel free to contact Janna Smith, YMCA Western Branch School Age Program Director with any questions or concerns for Day Camp or Before and After school care at 740-964-6522. For questions or concerns involving any other YMCA Western Branch program, please contact Noelle Gremling, membership services coordinator, at 740-964-6522. If you need to contact Janna or any counselor during the day, please call the Day Camp phone at **(740)404-6631**.

## **Communication with Parents**

- We believe that effective communication with parents enhances our Day Camp program. If you have any questions or concerns, please don't hesitate to ask. We will always inform you of any changes or happenings as soon as we can!
- This year we have color coordinated our camp counselors to ensure that your child gets to know him/her very well. Each age group has a designated color. The color schemes are as follows:
  - Yellow: Kindergarten-1st Grade
  - Blue: 2<sup>nd</sup> & 3<sup>rd</sup> Grade
  - Red: 4<sup>th</sup> & 5<sup>th</sup> Grade
  - Orange: LIT Group
  - Purple: Management
- Unfortunately, contact with parents may be the result of a discipline problem. Most discipline problems are handled directly by our counselors. The counselors strive to praise in public and reprimand in private. Redirection is generally the first step taken when a camp rule is violated followed next by a time out from the activity. Discipline problems are documented so that we can provide details of the incident. Our goal when managing discipline is to identify the behavior and the cause and work towards resolving the behavior and what may have lead to it's occurrence. *Our goal is not to punish the child but to teach our campers how to learn from mistakes not fear them.*
- It is critical that we have your child's emergency medical form on file on your child's first day of camp. Without this form, we cannot meet any medical needs your child might have or contact you in case of an emergency. Children will not be allowed to attend day camp until this form is completed and filed.
- There will be a posted speed limit of 5 MPH when driving around the Day Camp area. Please watch your speed as there are many children who will be in the area during the day.

- We will be enforcing the “Illness Rule” this summer to ensure that all of our campers and counselors are not being exposed to unnecessary germs. If your child shows symptoms of any illness we are obligated to contact the parent. If your child’s symptoms are severe enough that they cannot reside at Camp, they must be picked up immediately. If you, the parent, cannot pick up your child at that time, you **MUST** have a back up person to call to come and get your child.

## **COMMONLY ASKED QUESTIONS**

### **What should my child wear to camp?**

We recommend your child wear clothes that are suitable for outdoor activities. Campers get dirty when they’re playing hard. Send weather appropriate attire. **Please No flip flops!!**

### **Can my child bring toys to camp?**

We cannot be responsible for any toys that get lost or damaged. If a toy is important to your child, please don’t send it to camp. **No electronic devices are permitted at Day Camp.**

### **If my child loses something at camp where should I look?**

In order to help find missing items, please label all of your child’s belongings. If your child misplaces an item, there is a lost and found at the front sign in table. Periodically throughout the summer, lost and found items are donated to local charities if not claimed.

### **What happens if it rains at Day Camp?**

Camp is not closed due to weather. We move our activities inside for storms and heavy rain storms and offer special rain day programming.

### **When is payment due?**

Payment for your child’s camp is due each week by Thursday. Please remember you are paying for the following week of camp. Payments made after Thursday will be assessed a \$5.00 late fee. You may make a payment over the phone by credit card, online by credit card, or bring payment to the YMCA Western Branch, located at 355 West Broad Street in Pataskala. Payments are not accepted at the camp site! **NOTE: There is no reimbursement for days your child does not attend.**

### **What should I do if my child needs to leave camp early?**

If your child needs to leave camp early, please give a written note to the morning sign-in counselor. This person will relay the information to our camp staff and your child's counselor to ensure that your child is ready to go upon early pick up.

### **What should I do if my child needs medication to be administered while at Day Camp?**

The YMCA Day Camp Staff will only administer medicine if you request an administration of medication form. This form must be filled out completely and signed in order for us to administer meds to your child. The form will be kept on file in a locked box with the other camper files. Medication should be given to the sign in person in the morning and will be returned at the end of the day. Medication should never be left with a camper. **Please inform a staff member if you are in need an Administration of Medication form!**

### **What happens if I am later than 6:30PM picking up my child?**

Camp ends at 4:00PM and After Care ends at 6:30PM. A late fee will be charged to you if you are later than 6:30PM. The fee will be added onto your next bill. The late fee is \$5.00 starting at 6:35PM with an additional \$5.00 charge for every five minute increment following. Please be aware that excessive late pick ups could result in your child being unenrolled from our program.

### **Do I need to call if my child will not be at camp?**

**Yes**, please let us know if your child will not be attending camp as this helps the counselors to keep track of attendance records. **The number is 740-404-6631.**

### **Do the children ever take field trips?**

Occasionally, your child's counselor may plan a walking trip on Camp grounds, but there are no planned field trips for the summer.

### **How does someone become authorized to pick up my child?**

Children will only be released from camp with someone who has been specified on your child's paperwork. **If there are special circumstances concerning specific people who should not be allowed access to your child, please indicate this on the paperwork.** Please let us know in verbally or in writing if there will be anyone not listed on the paperwork picking up your child. We will ask for Photo ID if we do not recognize your child's pick up person.

**We hope this Parent Handbook has answered many of your questions and that your child will truly enjoy their experience at the YMCA Day Camp.**