

YMCA of Kingston

building healthy
communities

Welcome to the YMCA of Kingston Recreation Summer Camps

Dear Campers and Parents:

We would like to welcome all new and returning campers and their parents. All of our camps are filled with fun games, crafts, challenges, swimming, and too much more to mention. We strive to ensure that every child has a great camping experience with us and has a chance to be with friends, old and new.

Attached is a Parent Handbook to help you prepare for your child's camp adventures. Important information is provided to help you familiarize yourself with our Recreation Camp guidelines, policies, and to inform you as to what your child needs to bring every day to ensure that they have the best possible experience.

If you have any questions regarding the Summer Day Camp programs, please feel free to call the YMCA of Kingston at 613-546-2647.

Thank you for making our YMCA of Kingston Day Camps your child's destination of choice for their camp experience.

Sincerely,

YMCA of Kingston Recreation Summer Camp Staff

For specific questions please contact the appropriate camp supervisors at the contact information found below:

Recreation/Specialty Camps

Gillian Friedman, Supervisor Youth Recreation and Day Camps 613-546-2647 Ext 245

Abi Morgan, Team Lead Day Camps 613-546-2647 Ext 255



Ontario Camps Association



YMCA of Kingston – Recreation Summer Camps

The YMCA of Kingston is a not-for-profit charitable organization, our goals are founded upon building healthy communities.

In pursuit of this goal, the YMCA of Kingston endeavours to provide quality programs that promote self-improvement and self-reliance through mental, spiritual, and physical development. The emphasis of all YMCA programs is on character development, fair play and good sportsmanship. All programs offered at the YMCA of Kingston are open to everyone, regardless of race, creed, gender, ability, or economic circumstance.

OUR CAMP GOALS

The YMCA of Kingston has over 150 years of experience in providing Kingston youth with fun, safe and rewarding summer activities. We are committed to providing a safe atmosphere for all. You can trust the YMCA to put the well-being of your child first. In all activities and interactions with campers, we pledge to help your child:

- Learn new skills
- Increase knowledge
- Exhibit self-confidence
- Show respect for others
- Participate enthusiastically
- Have fun!

All youth and day camp programming is designed to be creative and challenging, without competitive pressures.

DAY CAMP STAFF

Our camp staff team is comprised of university and high school students and experienced camp personnel. Each camp location has a Supervisor and Counsellors, with a staff to child ratio never exceeding 1:10. In addition, all staff are CPR and First Aid certified, and have passed a C.P.I.C. (Police Check) completed prior to hiring. You can be assured that all of our staff are carefully selected and well trained.

CAMP ACTIVITIES

Our Summer Day Camp programs provide your child with a great recreation and leisure-filled summer. Our camps are designed to ensure that all participants enjoy their summer camp experience through a variety of organized activities, theme weeks, special trips, and interactive games. Our camps promise nine action-packed weeks of swimming, indoor and outdoor sports, educational games, arts & crafts, and much, much more.

SUMMER PROGRAM HOURS AND DATES

The YMCA of Kingston Summer Day Camp program operating hours, Monday to Friday, are as follows:

Program Hours: 9:00am – 4:00pm

Extended Hours (no extra charge): 7:30am – 9:00am and 4:00pm – 5:30pm

DROP-OFF, PICK-UP PROCEDURES

As safety is our main concern for your child, we ask parents/guardians to sign their campers in and out of camp each day - photo ID is required for sign out. We request that parents give themselves a little extra time each morning in order to enable our staff to ensure that each camper is comfortable upon arrival at camp. With your patience and understanding, we will work to make sure that each child has a safe and fun day at camp.

All YMCA of Kingston Summer Day Camp program locations close at 5:30pm. If you will be late due to unforeseen circumstances, please call your child's camp location and leave a message (contact information can be found on the last page of brochure). Parents picking up children after this time will be **charged late fees**. The late fee charge is \$10 for the first 5 minutes and \$5 for every 5 minutes thereafter.

CANCELLATION AND REFUND POLICY

There is a minimum cancellation fee of \$15.00 per camp, per registration. Written notice is required in order to be eligible for a refund, less the cancellation fee. Refund requests will not be accepted less than three days (72 hours) in advance; this means that forms must be handed in the Tuesday prior to the intended week of cancellation.

CAMP RULES

Our camp rules are aligned with the YMCA core values of Honesty, Caring, Respect and Responsibility, such as:

- Respect each other
- Respect yourself
- Respect the environment
- Respect the YMCA of Kingston Summer Day Camp

The YMCA of Kingston Summer Day Camp strives to create a community where everyone feels safe and comfortable. Bullying, fighting and harassment of any kind will result in a camper being sent home at the discretion of the camp supervisor at the parent's expense. Should such a removal be required, the YMCA of Kingston reserves the right to make such a decision and no refund of camp fees will be provided.

While at camp, all campers are asked to do their best to live by the following code:

- No fighting, swearing or put-downs at camp
- Bullying is not tolerated
- Listen to others - then they will listen to you
- Speak for yourself - not for anyone else
- Take charge of yourself - you are responsible for you
- Show respect – everyone and your environment is important

The YMCA Summer Day Camp does however have specific rules that could result in participants being sent home, at the expense of the parent/guardian:

- Violence towards others
- Abuse / Harassment / Bullying of any kind
- Participant endangering others or themselves
- Possession of drugs, alcohol or tobacco
- Defacing of YMCA of Kingston property or the natural environment

Parents and campers are encouraged to contact the Camp Supervisor at any time for clarification of these or other camp rules. Please review these rules and the following procedures with your child.

BEHAVIOUR MANAGEMENT AT CAMP

We feel that children gain security from knowing how their day will unfold and what is expected of them. Our aim is to help campers achieve self-discipline and a sense of responsibility. This ensures the health and safety of our campers, and helps respect camp property and individual rights.

Acceptable behaviour management leads to a positive learning experience that helps the child to learn to control, modify, change and maintain behaviour. The objective is to teach consequences of behaviours and to lead one to self-responsibility through choice. Acceptable behaviour management implies age-appropriate expectations and natural consequences, praise and encouragement, modeling, consistent limits and effective communication. Acceptable behaviour management is conducted in a positive manner and at a level that is appropriate to the child's actions and age.

The following forms of behaviour management practice are not permitted by anyone:

- Spanking and other forms of corporal punishment
- Deliberate or degrading measures that would humiliate or undermine a child's self respect
- Depriving a child of basic needs, including food, shelter, or clothing
- Locking doors for the purpose of confining a child

HEALTH AND SAFETY REQUIREMENTS & PROTOCOLS

Help us to ensure the health and safety of all the children by keeping sick children at home. Should your child become ill while attending our program, or appears to have symptoms associated with a communicable disease, he/she will be given temporary care, and the parent/guardian will be contacted immediately to pick up the child. If we are unable to contact the parent/guardian, the alternate emergency contact will be called. Should your child be diagnosed as having a contagious disease, we ask that the child be kept at home and that you contact us immediately so that we can inform the other parents.

A child should not return to the program until he/she is ready to participate in all aspects of the program.

All of our camp locations have an accessible first aid kit and manual. All staff are aware of its location. Minor accidents are reported to the parent when the child is picked up. Accident report forms are completed, required to be signed by parent and kept on file. In case of a serious injury, our staff will attempt to reach a parent immediately. If unsuccessful, the alternate adult designated by the parent will be contacted. An ambulance will be called, if necessary. Until the arrival of the parent or ambulance, our camp Supervisor will be in charge and will make all decisions regarding the care of the child. Please understand that it is essential to keep our staff up to date with regards to emergency telephone contact numbers.

HEAD LICE SCREENING

Due to the contagious nature of head lice in a camp program, it is necessary to check campers' heads for lice. Lice checks will be conducted every Monday and Wednesday. If the check indicates that your child has head lice, your child will be removed from camp until he/she is nit and egg free.

If there are any signs of nits or eggs, children will be sent home. Please remember that anyone can contract head lice; it has nothing to do with cleanliness. Parents can help by watching their child for signs, such as persistent itching and scratching of the head, and scratch marks or rash on the back of the neck or scalp. If you discover that your child has head lice, please contact the Supervisor of day camp your child is registered for.

ONE-TO-ONE INCLUSION CARE

One-to-One Inclusion Care is by application only. Our goal is to ensure that all children have a safe and fun time at camp while providing true community access to all of our programs and services. The YMCA of Kingston offers financial assistance via our Financial Assistance Program, to those who are willing, but unable, to pay the full fee. Please contact the Supervisor of the camp you have selected.

CHILDREN REQUIRING MEDICATION

Parents of children requiring medication must complete and sign a **Medication Form** for each medication that is required. Please make sure to include all symptoms/reactions associated with your child's allergy. Children are not permitted to carry medication with them, with the exception of emergency medications. If your child requires a prescribed medication, please contact the supervisor at your child's camp location.

Parents of children requiring emergency medication (i.e. Benadryl which requires a physician's note, epi pen) for an anaphylactic reaction must complete an **Emergency Medication Form** for each medication that is required, as well as an **Anaphylactic Action Plan**.

A medical dispensing form must be filled out for any child who requires prescribed medication during camp hours. Forms can be found online or at the YMCA of Kingston front desk. All medication must be in the original container with the child's name on it, and with the applicable dosage requirements identified.

ALLERGY ALERT

For the safety of children with peanut and other nut allergies, all Day Camp programs are "peanut/nut-aware". When sending lunches and snacks, please check to ensure that you do not send a food item containing nuts or nut products (i.e. peanut oil).

ABSENCES FROM CAMP

In the event that your child is unable to attend camp on a given day, please telephone the appropriate camp location before 9:00am (8:00am on trip days) (contact information can be found on the last page). This will ensure that all campers are accounted for, and that activities and/or trips are not delayed.

Refunds are not given for days missed.

PARENT & CAMPER EVALUATIONS

We value your input! We welcome you to talk to your child's Counsellors and Supervisor at any time during the week. We would love to provide you with the opportunity to give us feedback on your child's day camp experience, and let us know how we're doing and what improvements can be made.

A WORD ABOUT RISK

Every camping program involves some degree of risk, as does any learning experience. Should you have any questions about the risks associated with any aspect of our camping program, or about the measures we take to minimize risk, please do not hesitate to contact us.

WHAT SHOULD MY CHILD BRING TO CAMP

We ask that parents always remain mindful of the weather, and dress their children appropriately in comfortable play clothes. Children participate more freely when they don't have to worry about staying clean. Hats, articles of clothing, lunch kits, sun screen, water bottles, etc. should be clearly labelled with your child's name on them. Children are strongly advised to bring the following:

- Sunscreen, hat, sunglasses
- Water bottle
- Comfortable and safe shoes (no sandals)
- Nutritious morning and afternoon snacks (nut-free) and drinks
- A nutritious lunch (nut-free)
- Bathing suit and towel

Campers taking part in Summer Splash Camp (Formerly Underwater Adventures) require an additional towel, additional bathing suit, and a large Ziploc/plastic bag for wet clothing.

Further details about Horseback Riding Camp and an information sheet can be found on the YMCA of Kingston website or at the front desk.

WHAT IF MY CHILD LOSES SOMETHING?

To help ensure all belongings return at the end of the day, teach your child to put items back in their backpack when they're finished with them. It also helps to label all items with your child's name and to have your child help pack their backpack so they know what's inside — many kids don't recognize their own stuff, especially if it's new! It's important that children bring a backpack, since it's easier to carry and more sturdy than a plastic bag. Any found items at the end of the day are collected and stored at your child's camp location. If your child loses something, call your camp directly or visit to look through the lost and found. The YMCA is not responsible for lost or stolen articles. Please encourage your child to bring only what's needed for the program to camp. Please do not pack toys, personal video game systems, Ipods, cell phones etc. as these items are not permitted at camp and could possibly get lost and/or broken.

CONTACT INFORMATION FOR SPECIFIC CAMP LOCATIONS

Recreational Camps at YMCA of Kingston:

Front Desk 613-546-2647

Supervisor: Gillian Friedman 613-546-2647 Ext 245

Team Lead: Abi Morgan 613-546-2647 Ext 255

Thank you for taking the time to read our Handbook. We look forward to your child's arrival at your camp of choice.