



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BE ACTIVE BE YOURSELF BELONG



July 8- August 23, 2019

Oswego Camp Y Parent Handbook

249 West First St. Oswego, NY 13126 • 315-343-1981 • www.oswegoyymca.org

Our Mission

The mission of the Oswego YMCA of is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Camp Y

At the Y, strengthening community is our cause. We believe every kid deserves the opportunity to learn, grow and thrive. That's why Camp Y is for children entering grades Kindergarten through grade seven. Our goal at Camp Y is to offer a fun, exciting, and safe environment for all who attend our indoor/outdoor day camp program. With your child's safety in mind, our staff member receives training in child development, child abuse prevention and group dynamics. Each counselor will all be certified in CPR and first aid. All of our waterfront activities are supervised by lifeguards. Your child will be able to learn sportsmanship, build self-esteem, develop friendships with other children, and express his/her creativity through various activities like Team Building, Arts and Crafts, Nature/Science, Camp Games, Swimming, and Sports.

Character education is at the heart of what we do and has been part of the YMCA for over 150 years. We plan to provide the best program possible...which means more than just activities. Like all YMCA youth programming, activities at Camp Y promote the four core values of Caring, Honesty, Respect, and Responsibility. In addition, the Camp program recognizes 3 sub-groups of character values: Sportsmanship, Friendship, & Doing Your Best.

Camp Y Hours and Location

Camp Y will operate Monday through Friday from 8:00 AM to 5:00 PM.

Monday through Thursday: Please drop your child off at the Crisafulli Ice Rink each morning. 32 Fort Ontario Road, Oswego NY 13126.

Friday's are field trip days: Please drop your child off at the Crisafulli Ice rink. We will be taking various fieldtrips throughout the summer. Field trip dates and times are located in the "Field Trip" section of this Handbook.

Please arrange to pick up your child at Crisafulli Ice Rink (Monday through Friday) UNLESS OTHER WISE ANNOUNCED. Approximate return times from field trips will be announced, if your child is attending the field trip, please do not arrange to pick up child before scheduled return time.

-Pre-registration is required for all field trips to ensure proper staff coverage.

-Pre- registration is required for the Extended Am/PM care to ensure proper staff coverage.

NOTE

- If you do not pick up your child by closing, the counselor(s) will attempt to call you or the emergency numbers listed on your registration form. If no one is reached by 6:30pm, the Camp Program Director will be notified and will stay with your child at the program location. If no one has picked up your child by 7:00pm, the Police will be notified.
- There will be a \$1.00 fee for every minute you are late in picking up your children (per child). An invoice will be sent out reflecting the amount owed due to how late you were picking up your child.
- Please call the Oswego Y if an emergency will prevent you from picking up your child prior to

- camp closing. Also inform the staff who will be picking up your child(ren) on your behalf.
- All campers must be escorted by an authorized adult to and from the program. The sign in/sign out sheet must be signed daily & include the time of arrival/departure.

On the first day of camp, your child can expect:

- Introductions and ice-breaker activities
- Tours and learning the rules of camp
- Fun and meeting new friends
- Water safety procedures

Day Camp Check List:

- Lunch, non-perishables only. PLEASE LABEL WITH CHILD'S NAME.
- Morning and afternoon snack and drink
- Bathing suits and towel
- A water bottle
- Sunscreen/Insect Repellent (Permission slip must be on file)
- Sneakers
- Flip-flops or Sandals (to be worn on the way to the pool)
- Camp Y T-shirt, included with registration (FRIDAY FIELD TRIPS)

**Please label all children's belongings*

Please DO NOT SEND:

- Sports equipment
- Toys, dolls or stuffed animals
- Electronic devices: Cell phones, iPods or personal gaming devices
- Money (Fieldtrips can be paid for at the Oswego YMCA or a sealed envelope with child's name and exact change can be given to Camp Director, Ashley Sharkey or to the Assistant Director Mindy Butterfield.

Staff

Ashley Sharkey
Camp Director
(315) 343-1981

ashley@oswegoymca.org

- Camp Counselors are enthusiastic individuals who are committed to providing a safe, diverse, and fun program for all campers. We screen, interview, and select all camp staff based on their ability to work effectively with children. Before the start of camp, Staff is trained in the following: camp policies & procedures, emergency & safety regulations, child abuse prevention, behavior modification, creative age-appropriate programming, staff leadership, first aid, and CPR.
- We maintain a 1:12 staff to camper ratio. The Camp Y staff consists of the Camp Director, Assistant Camp Director, team leaders and counselors.

Registration

Camp Y requires registration for each week that you will be using the camp. Registration forms need to be completed thoroughly and are kept on file at the YMCA. Along with at the Camp location. A current immunization record is also required for registration. Payment will be required upon registration. As space is limited, please only register for the weekly sessions that you will be using.

NOTE: There will be no refunds for unused sessions.

Prices for each session are the following:

5 day option:

Oswego YMCA Family Member: \$130 per week

Non-Member: \$150 per week

3 day option:

Oswego YMCA Family Member: \$95 per week

Non-Member: \$120 per week

Payments and Financial Assistance

Payment for camp is drafted on Friday, the week prior to my child(ren) scheduled camp week. A \$10.00 late fee will be added if payment is not received by Wednesday of session week. If you incur additional fees, they must be paid by the Friday of that week. In order to attend another Y Camp week, you must be current with your payments. A \$25 non-refundable Registration fees applies after June 1st, 2019. Each additional Child in your family will receive a 20% discount per week

- For your convenience, a debit/credit card can be added to your account for an automatic payment.

As a licensed Child Care Provider, the Oswego YMCA accepts financial assistance through the Oswego County Department of Social Services. Please contact your case worker or Camp Director for a Provider Form. Form must be handed in with registration.

NOTE: Field Trip prices are NOT covered by DSS.

Policies & Procedures

Only the adults on your child's pick-up list will be allowed to take your child from camp. The list of all people, other than parents, who are authorized to pick up your child, must be completed on your child's registration form. Everyone who picks up a child is required to provide photo identification. As we become familiar with our camper's families, we may not ask to see the I.D. every day; however we ask that you always come prepared in case our regular "sign-out" staff are not present when you come.

Please inform all authorized emergency contacts of this policy.

Camp Y staff has been instructed to ask for picture I.D. any time they do not know the person picking up a child, even if their name is on the child's pick up list. You may change the authorized people on your child's pick up list at any time by notifying the Camp Director. This change must be verified and agreed upon by both guardians listed on the registration form. If someone not indicated on your child's pick up list will be picking up your child, the parent or caregiver is required to give their authorization to the Camp Director. All authorized pick up people must be at least 16

years old. Siblings of appropriate age must be included on your authorized pick-up list.

Attendance

Attendance on Field Trip Days will be taken prior to boarding the bus, once again on the bus, when we exit the bus, and periodically during the duration of the trip. Attendance will also be taken at lunch, prior to boarding the bus to return to the Y and upon arrival to the Ice rink.

When your child is picked up, the camp counselor will document the time to confirm pick up time.

Fieldtrips

Campers have the opportunity to go on fieldtrips on Fridays. Fieldtrips are listed in the table below. Most of the fieldtrips will require a bus ride that will depart from the Crisafulli ice rink at 9AM. Payment will be due by the Thursday before the field trip. Camp T-shirts must be worn on all fieldtrips. For the safety & organization of camp, please do not pick your children up before 5PM on Fridays.

NOTE: Field trips are the ONLY option on Fridays. There will be no Camp at Crisafulli ice rink or the Oswego YMCA. Please register for a field trip ahead of time so we can verify the number of Staff we will need for each field trip.

| Date | 7/12/19 | 7/19/19 | 7/26/19 | 8/2/19 | 8/9/19 | 8/16/19 | 8/23/19 |
|-------------------------|----------------------|----------------------------------|----------------------------|--------------------------|--------------|-------------|---------|
| Location | Rosamond Gifford Zoo | Museum of Science and technology | Harborfest Children's Park | Rice Creek Field Station | Fort Ontario | Wonderworks | Y BBQ |
| Cost (per child) | \$10 | \$15 | Free | \$Free | \$3 | \$15 | Free |

Health Policy

Camp Y shall accept all children who are able to participate, within the regular activities and guidelines, as part of a group with a ratio of 12 children to 1 staff into the program. All program participants must be capable of independent toileting on a consistent basis.

The YMCA complies with applicable federal and state disability discrimination laws and will consider reasonable accommodations to its policies to allow disabled children to enjoy equal benefits of this program. Registrations for the Oswego Y Camp ask general questions of all parents in order to assess the YMCA's ability to meet the needs of a child. All registrations are held for 3-5 business days to allow sufficient time to review the registration before a child begins attending the program. If a parent/guardian has indicated that a child may require additional support, the YMCA will set up a meeting with the parent/guardian and child to develop an Individual Health Care Plan prior to the completion of the enrollment process. This meeting will be used to verify that the YMCA expects to be able to meet the needs of the child without fundamental alteration or undue hardship to the program.

If a child requires services beyond those the YMCA is able to provide, the YMCA will direct the parent/guardian to local agencies that may be able to provide the child with a support person. It will then become the parent/guardian's responsibility to secure the necessary support person who will be responsible for facilitating participation as well as completing all tasks related to toileting for the child. If the parent/guardian provided support services are unavailable, the parent/guardian will need to make other child care arrangements for the day.

If a child needs an Individual Health Care Plan, it will be kept on file in the administrative office and a photocopy shall be provided for the child's Group Leader. Should no special health care adaptations be necessary for a child with special needs, the parent will note this on their child's Individual Health Care Plan. In addition, the parent/guardian of a child who has a current IEP must provide a copy to the Camp Director for review. Every child shall be included in all activities and lessons plans shall allow for adaptation of activities based on a child's limitations. Such limitations may include, but are not limited to, the following: dietary restrictions, autism, physical restriction/deformities, emotional/behavioral disorders, ADD/ADHD, Mental Retardation, and Down syndrome.

The registration forms include health and medical history, parental authorization (for emergency physical examinations, hospitalization and fieldtrips) and immunization records, which are all mandated by the NYS Health Department. Parents must provide proof of immunizations by attaching a copy of immunization records with the registration form. Immunization records are due at the time of registration. **Your child may not attend camp without them.** Registrations will not be accepted without immunization records.

Camp Y is certified by the Oswego County Health Department and is subject to on-site inspections twice during the summer. Inspection reports are on file at the Health Department, 70 Bunner Street, Oswego, New York 13126. If you have any questions, please contact them at 315-349-3545.

Illness

Please keep your child at home if s/he has a communicable illness, fever, cold or virus. This protects your child and the health of other children in the camp program.

If your child becomes ill during camp, you will be notified and asked to make arrangements for the pick-up of your child. If we cannot reach you, we will attempt to reach your emergency contact person.

If your child should contract a communicable illness such as chicken pox, pink eye, or lice we ask that you contact the Camp Program Director. A doctor's written consent must be given to the Camp Director before your child will be allowed to return to camp.

Please note: If your child comes to camp with a contagious illness, you will be required to come and pick up your child immediately.

Injury

Counselors will administer basic first aid if your child has a minor injury. The parent or caregiver will be notified upon pick-up of these minor injuries and will be requested to sign an accident report.

If your child becomes seriously injured during camp, you will be notified immediately. If no one can be reached, we may call an ambulance or paramedic and have your child taken to the emergency care location indicated on the Registration Form. The Camp Director or another YMCA staff will accompany the child in the absence of an authorized adult.

Medication Policy

No prescription or over-the-counter medications will be administered by the Oswego YMCA Camp Program. The only exceptions are EpiPens or Inhalers, which must be self-administered and an original doctor's written order must be on file at the YMCA. All medicines must be labeled with the Child's full name, prescription order (date filled, expiration date), directions for use and storage, appropriate precautions, name and address of pharmacy, name of physician and physician's orders.

Clothing

All campers should wear sneakers and comfortable, casual play clothes. Sandals, flip flops, crocks and cleats are not appropriate footwear for the variety of camp activities. We strongly recommend that every camper bring the following with him/her daily: hat, sun block, and a sweatshirt. Please label all belongings & clothing with your child's first and last name.

Food

Please send child with a non-perishable bagged lunch every day. Lunch will be provided on the day we visit Fort Ontario. If there are any dietary restrictions, please contact Camp Director. Free lunch will be offered through the OCO Food program.

Rules & Expectations

Rules are to be followed by the camp participants to ensure the safety and continuing success of the program. Staff will review the rules with their campers every Monday morning.

All program participants will respect adults and the rights of other children by:

- Listening to and following directions
- Remaining on task and not disrupting the progress of others
- Speaking to others in a polite manner without swearing, hurtful comments, or obscene gestures

- Showing respect to staff and other program participants
- Refraining from all prejudice/discriminatory speech, writing, actions, etc.
- Respecting YMCA property and the belongings of others
- Never leaving the program without a staff person
- Keeping bodily fluids contained (e.g. no spitting, urinating, etc.)
- Not pushing or touching others in an inappropriate manner
- Keeping hands and feet to oneself
- Following any other rules outlined by staff within the program

Discipline

When behavior expectations are not met, the YMCA will follow a progressive discipline policy. The following behaviors are considered inappropriate and subject to disciplinary action:

- Disorderly Conduct - Any physical aggression or obscene language, destruction of property, and/or any willful and unsanctioned act which disrupts the normal operation of the YMCA Camp program.
- Insubordinate Behavior - Failure to comply with any program rule, regulation, policy or instruction given by YMCA staff.
- Reckless Endangerment - Any action which threatens or endangers the health, welfare, or safety of another or one's own self.
- Endangering Safety, Morals, Health, or Welfare of Others - Selling, using or possessing controlled substances, weapons, fireworks, obscene or dangerous materials; theft; harassment of other children or YMCA staff.

When these types of incidents occur, emphasis will be on problem solving and helping the child make better future decisions. Staff will begin by acting as positive role models and reinforcing positive behaviors. Continued disregard for program rules will result in corrective feedback, including but not limited to: reminders, warnings, time out within the program space, parent notification and a discipline report. If misconduct continues or becomes severe, the staff will contact the Camp Director. Depending on the severity of the incident and/or a child's ability to calm down & successfully return to program activities, the parent may be contacted to come pick the child up immediately.

1st Behavior Report: Conference with parents about behavior modification techniques

2nd Behavior Report: One week/session suspension

3rd Behavior Report: Dismissal from the YMCA Camp Program

NOTE: Depending on the severity of the incident, dismissal could result after ANY behavior report. Notwithstanding the above, if the unacceptable behavior endangers another's safety, immediate suspension may occur.

Dismissal from the Program

The following may result in the child's immediate dismissal from the program:

- Prejudiced or discriminatory speech, writing, actions, etc.
- Possession of a weapon
- Any physical aggression directed toward another child or a staff member

Parent Conduct Policy:

Any parent/guardian exhibiting misconduct towards or in the presence of staff and/or program participants (e.g. threats, harassment, or pick-up violations) may be required to make arrangements for a different authorized person to drop off/pick-up the child. If the situation is severe or the behavior continues, it may lead to the dismissal of your child from the program.

_____ I have read and understand the Rules, Guidelines and expectations that are explained in the Parent handbook.

Print Name

Signature

Date