

**Parent
Information Night
Tuesday, June
6:30-8:00 PM
Upper Bucks YMCA
401 Fairview Avenue
Quakertown, PA 18951
215-536-YMCA(9622)**

Upper Bucks YMCA

Summer Day Camp 2009



Parent Handbook

Day Camp Office
401 Fairview Avenue, Quakertown PA 18951 215-536-YMCA(9622) Fax 215-538-2592

WELCOME TO THE UPPER BUCKS YMCA 2009 CAMP SEASON

Whether you are enrolling your child in a preschool, school-age or teen camp, the Upper Bucks YMCA staff seek to help campers grow personally, teach values, develop specific skills, improve personal and family relationships, become better leaders and supporters, appreciate diversity, model healthy lifestyles, and have fun.

This handbook has been prepared to help you become familiar with our camp policies and procedures and give additional information about our camps. For questions about a specific camp, please contact the director listed for each camp.

Upper Bucks YMCA Mission Statement

To put Christian principles, including honesty, caring, respect, and responsibility, into practice through programs that build healthy spirit, mind and body for all.

Camp Philosophy

Upper Bucks YMCA Camps create a safe and fun environment, provide positive role models to lead age appropriate activities, and promote healthy lifestyles. Our programs provide an opportunity for campers to develop the skills needed for competence and achievement. We are able to support families in teaching character development by challenging children to accept and demonstrate positive values such as honesty, caring, respect and responsibility.

Camp Admissions

The Upper Bucks YMCA Day Camp Program admits children without regard to race, color, creed, religion, national origin, gender or disability. The Upper Bucks YMCA will make reasonable accommodations for children who are protected by the Americans with Disabilities Act (ADA) or Individuals with Disabilities Education Act (IDEA).

To ensure the safety of your child and maintain a quality camping experience, both the registration form and the health form (completed by a physician) must be completed and submitted to the Camp Registrar prior to your child's first day of camp. If we do not have these forms on the first day of your child's scheduled camp; you will be required to complete them before leaving your child.

Camp Arrival and Departure

Camp staff will be on-site for Extended Care. Children arriving earlier than 8:30 a.m. will need to be registered for Extended Care.

Parents/guardians are required to sign-in and sign-out their child with a counselor. Campers, 13 years old and older, may sign themselves in and out of camp only if their parents/guardians have completed an "Arrival Departure Plan". This form is available at all sign-up locations. The parents/guardians are responsible for informing the Camp Director, in writing, of any changes to this form.

Parents/guardians should list anyone whom you may call upon to pick up your child on the child's emergency form. For the safety of your child, he/she will be released only to people whose names are listed on your child's emergency form. Our staff may request a photo identification of a pick-up person as proof of identity. In order to provide the best protection for your child we cannot release the child to anyone, who is not listed on the emergency form, unless we receive written permission from you in advance. We will not accept telephone instructions regarding the release of your child. Please do not ask our staff to violate this policy as we have the best interest of your child in mind. Notes with your signature may be faxed to the camp office at 215-538-2592. Every effort will be made to relay this message to the camp staff.

Handling an Unauthorized Person Seeking Custody

It is important that you provide the Camp Director with certified copies of Court Orders for Custody of children enrolled in our camp programs. We cannot legally deny a parent/guardian access to a child unless we have been notified that the parent's/guardian's custodial rights have been limited or revoked. The only legally acceptable notification is the certified copy of the Court Order. If an unauthorized person arrives to pick up child, the staff will contact the custodial parent/guardian. No child will be released without presence or permission of the custodial parent.

Absences

Please call the voice mailbox of Valerie Ali, Camp Director, between 7:00 a.m. - 8:30 a.m. each day your child is absent. Valerie's voice mail number is 215-536-9622 x114. Be prepared to give the name of your child's counselor and the camp program and location they are attending.

Extended Care

Before (a.m.) and after (p.m.) Extended Care is available for the children of working parents/guardians, before camp care is available at Strayer Middle School (7:00 a.m. – 9:00 a.m.), after camp care is available at the Upper Bucks YMCA (4:30 p.m. – 6:00 p.m.). Extended Care must be paid in full seven (7) days prior to the start of the camp session. Drop-in use is discouraged. However, in emergencies, Extended Care may be arranged with the approval of the Camp Director. During Extended Care hours, camper will have a choice of active and quiet activities, and receive a nutritious snack. Parents/guardians will be required to sign their child in and out of Extended Care.

Late Pick Ups

If 4:30 p.m. pick up is a challenge, your child will need to be registered for Extended Care. Campers remaining past 4:40 p.m. will be charged the daily Extended Care fee. The Extended Care sites close at 6:00 p.m.

Parents/guardians whose child(ren) remain past 6:00 p.m. must pay overtime fees as follows:

5 – 15 minutes overtime = \$5.00/child
Each additional 1 – 5 minutes = \$5.00/child

The pick up person will sign a late slip and the Camp Director will bill the parent/guardian.

Payments

Camp payments can be made at either of the Upper Bucks YMCA locations (14th St. building or 401 Fairview Avenue). Payments must be paid in full seven (7) days prior to the start of the camp session. Failure to pay camp balances seven (7) days prior to the start of a camp session will result in forfeiture of the camper's space and deposit. A \$25.00 per child late fee will be assessed for all children paying balances after the payment due date. Campers on the waiting list will be called and may replace your child's space on the camp roster. Your child must re-register, subject to availability, and pay the full weekly camp rate.

Camp Changes/Withdrawals

Any withdrawals/changes of a session must be requested in writing seven (7) days prior to the beginning of the camp session and approved by the Camp Director. Medical requests must be accompanied by a doctor's note. A \$10 processing fee will apply to each change. Since camp sessions fill quickly, we may not be able to move your child to another camp session. Camp deposits are non-refundable and cannot be applied to a different family member or different week of camp.

Waiting List

If there are no openings for the camp you wish to enroll your child in, your child's name may be placed on a waiting list. If an opening occurs, the Camp Director will notify parents/guardians. Once notified of an opening, parents/guardians are responsible for paying the weekly camp fee in full in full to secure their child's space in camp.

Insurance

The Upper Bucks YMCA carries general liability insurance. Parents/Guardians are responsible for providing their own medical insurance coverage and policy number on their child's emergency contact form. Parents/Guardians are also responsible for notifying the staff of any change in coverage.

Lost and Found

Our staff will place all forgotten items in the lost and found bins located at each of our Camp and Extended care sites. Inquire at the front desks for items left at the Upper Bucks YMCA. Although we make every effort to recover lost items, the Upper Bucks YMCA is not responsible for lost items or money. Items not claimed by September 1 will be donated to charity.

Camp Locations

Parents/Guardians, please escort your child to the designated location as indicated in the individual camp listings. Please see directions to all campsites in the back of this packet.

Transportation

The Upper Bucks YMCA contracts with Levy Bus Company to provide transportation to and from our camp field trips. Campers must be at the site 15 minutes prior to bus departure.

Bus Safety Rules

Failure to follow these bus rules will result first in a verbal warning, second an assigned seat, third a written warning. Three written warnings will result in the loss of bus privileges.

1. Campers must remain seated while the bus is in motion and until the bus has come to a complete stop.
2. Quiet inside voices must be used.
3. Hands must be kept off other students' or staff bodies. Hurting other campers by such actions as punching, pushing, kicking, fighting, will not be tolerated.
4. Eating or gum chewing is not permitted on the bus or van.
5. Trash must be discarded in the proper receptacles.
6. Campers must obey the driver's directions.
7. Seat belts must be worn in the mini-buses.
8. Campers must refrain from throwing anything out of the vehicle while it is stopped or moving.

Lunches/Snacks

Parents/Guardians are responsible for supplying a healthy lunch with a beverage. For safety's sake, please send your child's lunch in a cooler with an ice pack. Freeze a beverage, like a fruit juice box, and pack it frozen into your child's cooler so that it will still be chilled at lunchtime. Do not send foods that need to be heated. There is no access to a microwave at camp. Campers may bring a snack that may be eaten during camp breaks. The Upper Bucks YMCA does provide healthy snacks to children in Extended Care. In the event that your child forgets their lunch, the camp staff will offer your child a Upper Bucks YMCA snack and beverage.

Rainy Days

Camp is operational on rainy days. Some activities may be modified to be used inside an Upper Bucks YMCA building or extension site. As much as safety allows, we will continue activities outside. Please send rain gear and/or dress in clothes that can get muddy. NO activities will take place outside during severe weather or thunderstorms. Credit or refunds will be issued only if the YMCA is closed.

Reporting Suspected Child Abuse or Neglect

The Upper Bucks YMCA staff is mandated by state law to report all suspected cases of child abuse and neglect to the appropriate authorities. Any staff member who fails to report any suspicions may be subject to criminal prosecution. Staff is prohibited from conducting their own investigation of suspected child abuse or neglect and may not always notify you or their suspicions. Staff receives regular training regarding the signs and symptoms of abuse and neglect. If you have questions regarding the reporting of suspected child abuse and neglect, you should contact the Camp Director.

Child Care for Families Outside the Upper Bucks YMCA

The Upper Bucks YMCA staff policy states that staff may not use employment at the Upper Bucks YMCA to develop a situation where they will be alone, outside the Upper Bucks YMCA, with children they meet in the Upper Bucks YMCA programs. This includes babysitting for children in our camp program. Please do not ask our staff to baby-sit for your children as they are strictly prohibited to do so.

Behavior and Discipline

The Upper Bucks YMCA camp staff will model expected behavior and help children set clear rules. Staff will provide structure and routine to the daily schedule. Staff will intervene promptly and provide coaching to promote children's development of respect for other. It is our policy to keep misbehavior in perspective, recognizing that every infraction does not warrant attention and identifying those that can be used as learning opportunities. It is also our policy to resolve conflict with non-violent means. Similarly, we must insist that children participating in our

programs refrain from threatening and violent behavior towards staff or other children. Behavior that infringes upon the safety of the child or other children such as: attempting to leave a supervised area without permission, bullying, or abusive acts towards other, is considered chronically disruptive behavior. Chronically disruptive behavior will be dealt with in the following manner:

- A verbal warning will be given to the child along with a reminder of acceptable behavior.
- If the behavior continues, the child and staff will complete a discipline referral sheet.
- In the event of a second discipline referral, and/or if the child continues to require constant staff attention, a meeting will be scheduled with the Camp Director, appropriate staff, and parent/guardian in order to determine conditions for the child remaining in the program.

The Upper Bucks YMCA reserves the right to suspend or remove a child from camp. Please remember program termination results only when the Upper Bucks YMCA camp program is unable to meet the child's needs. It is not the child's failure. **No refunds will be made for the remainder of the camp session if this occurs.**

Illness

Parents/Guardians will always be notified promptly when their child is found to have a fever or seems to be sick. A child should not attend camp if suffering from the following:

- A fever
- Pink eye – until 24 hours after treatment is started
- Scabies, head lice, or other infestation – until after treatment is started and child is nit free. To return the child to camp, parents/guardians must bring proof of treatment (the shampoo package, nit comb, etc). The staff will continue head checks for 10 – 14 days.

The following contagious diseases require a physician's written release to return to camp:

tuberculosis mumps impetigo hepatitis A chicken pox measles
rubella shingles strep throat pertussis (whooping cough) herpetic gingivostomatitis

Medications

Under the provisions of Department of Public Welfare regulations, camp staff may not dispense medication of any type, including over-the-counter medications, without a physician's current written instructions and written consent from the child's parents/guardians. All medications must be kept in their original child-resistant containers, labeled with the original prescription label, and should be handed to the camp staff on duty. Send only the dosage required for the day. For over-the-counter medications, parents/guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's name, specific instructions for administration and storage, and the name of the health care provider who recommended the medication. Staff will have the parent/guardian complete the daily medicine log giving them permission to administer the medication to your child. Medication will not be used beyond the date of expiration on the container or beyond the expiration of instructions provided by the physician.

First Aid and Emergencies

Camp staff members receive first aid, CPR and fire safety training. A staff member will assess all injuries and provide first aid. All injuries will be reported to the parent/guardian on an accident report. When the injury is more serious than day-to-day scrapes and bruises, staff will call the parent/guardian and alert them to the injury and to the care the child has received. In the event of a very serious injury or emergency, the parent/guardian will be notified after the Emergency Medical Service has been contacted. We take every precaution to prevent accidents. First aid kits are available at each campsite as well as a copy of the children's emergency contact forms. First aid kits and the children's emergency forms accompany the group on all outings.

Swimming

Swim days, location and availability of swim time will vary with the camp program. When using public pools and water parks, all camps must follow additional rules posted by the facility.

Upper Bucks YMCA Pool Rules

1. No running.
2. Shower before entering pool.

3. Hair touching shoulders must be put in a braid or bathing cap.
4. Bathing suits must be appropriate: no cut-offs.
5. No diving in the shallow end of the pool. All dives must be in at least 9 feet of water.
6. Any child who wishes to swim in the deep end must first swim one length of the pool for the guard on duty. This needs to be done each time the child enters the pool for a new swim.
7. Any child wearing a flotation device must remain within arms' reach of their parent/guardian. Only the Upper Bucks YMCA bubbles may be used for aiding a child in the water. No water wings.
8. Masks, fins and snorkel will be permitted in the pool only with the permission of the lifeguard on duty.
9. Children should not be thrown, nor should they be on adults' shoulders.
10. Any child not fully potty-trained must wear a swim diaper.

Community Pools

Some camps may meet at area pools for recreational swimming. Staff will be with campers at all times. Staff and campers will review rules specific to each location prior to swim sessions.

ADDITIONAL CAMP INFORMATION

Day Camp – Quakertown Staff:Child Ratio – 1:10 Valerie Ali – Camp Director
Young Leaders Day Camp Staff:Child Ratio – 1:12 Valerie Ali – Camp Director
Lindsay Souder - On-Site Director

(Full Day Camp)

Locations: Strayer Middle School and field trips.

Time: 9:00 a.m. – 4:30 p.m. (Monday – Friday). Campers meet in the Strayer cafeteria for camp opening. The staff will be on site at 8:55 a.m. for parent sign-in.

Swim Days: Monday, Tuesday, Wednesday and Thursday YMCA pool.

Special Events: Usually occur on Fridays

What to Bring: Cooler with lunch and drink, sunscreen, water bottle, swimsuit and towel (M, Tu, Th, and F).
Wear sneakers and appropriate attire for active play.

Gymnastics Camp Staff:Child Ratio – 1:7 Janine Brown – Camp Director

(Full day camp, ½ day options available).

Camp meets in the gymnastics center of the Upper Bucks YMCA. No experience necessary. Campers will be grouped according to ability. What to bring: Cooler with health snack, lunch and drink, snack, water bottle, swimsuit and towel. What to wear: one piece leotard or tight fitting shorts and tank top (no loose fitting articles).

Performance Arts Camp Staff:Child Ratio – 1:10 Valerie Ali – Camp Director
Lindsay Souder – On-Site Director

(Full Day Camp, 9:30 a.m. – 4:30 p.m.)

This one week camp is held at Strayer Middle School. Show performance date is Friday of the camp session at 5:00 p.m. at Strayer Middle School. Families and friends are invited to attend. What to bring: Cooler with lunch and a drink, 3-ring binder, pencil, swimsuit and towel.

Sports Camp Staff:Child Ratio – 1:10 Valerie Ali – Camp Director

(Full day camp, ½ day options available). Camp begins at 9:00, Drop off between 8:00 – 9:00.

All equipment is provided although campers may bring their own. Register for Extended Care if your child will need care before 9:00 (a.m.) and/or after 4:30 (p.m.). What to bring: Cooler with lunch and drink, sunscreen, water bottle, mouth guard, **swimsuit and towel (full day campers only), athletic shoes.

**Full day campers will have daily swim time at the Upper Bucks YMCA pool.

Creative Arts Camp

(½ Day Camp, Full day option available)

Campers will meet in the extended care room at Strayer Middle School. Campers will be working with a variety of art supplies and may get messy. Wear old clothes or bring a smock. See Day Camp for more details. What to bring: snack for morning break, full day campers bring lunch, bathing suit and towel.

Directions

Strayer Middle School, 12 Ronald Reagan Drive, Quakertown

From Rt. 309, follow Broad Street (Rt. 313) through Quakertown to the light at Fairview Avenue (2nd light after train tracks). Turn Right onto Fairview Ave. Go straight at the stop sign (road becomes Ronald Reagan Dr.). Strayer is at the end of Ronald Reagan Drive.

From Perkasio/Sellersville – follow Rt. 313 to Quakertown. Turn left at light at Fairview Ave. and follow directions above.

Upper Bucks YMCA, 401 Fairview Avenue, Quakertown, PA 18951 215-536-YMCA(9622)

From Rt. 309, follow Broad Street (Rt. 313) through Quakertown to the light at Fairview Avenue (2nd light after train tracks). Turn Right onto Fairview Avenue. At the first stop sign (3 way stop sign) make a right onto Fairview Avenue. Upper Bucks YMCA is on right hand side.

Civil Rights Compliance

Parent/Guardian Awareness

In accordance with applicable Federal and State Civil Rights laws and regulatory requirements, you and your children, as a client of this facility, have the right:

To be provided services at this facility and to be referred for services at other facilities without regard to your race, color, religious creed, disability, ancestry, national origin, age or sex.

To file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, disability, ancestry, national origin, age or sex. Complaints of discrimination may be filed with any of the following:

Provider: Upper Bucks YMCA
401 Fairview Avenue
Quakertown, PA 18951

Department of Public Welfare
Civil Rights Compliance Unit
1400 Spring Garden Streets
State Office Building – Room 502
Philadelphia, PA 19130

Office for Civil Rights
U.S. Department of Health & Human Services
Region III
P.O. Box 13716
Philadelphia, PA 19101

Pennsylvania Human Relations Commissions
711 State Office Building
Broad and Spring Garden Streets
Philadelphia, PA 19130