



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **YMCA of Greater Spartanburg Summer Camp Parent Handbook 2014**

YMCA Mission: The YMCA of Greater Spartanburg, to put Christian principles into practice through programs that build a healthy spirit, mind and body for all.



**FOR YOUTH DEVELOPMENT  
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FOR SOCIAL RESPONSIBILITY**

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## **WELCOME**

The YMCA is the nation's leader in camping, offering outdoor programming for over 100 years. The YMCA of Greater Spartanburg serves over 200 children in day camp programs each summer and we are excited to have your camper experience what the YMCA has to offer. You are in for a fun-filled, exciting summer.

## **BRIEF CAMP DESCRIPTION**

The YMCA of Greater Spartanburg Day Camp is located at the Middle Tyger Family YMCA and the Thomas E. Hannah Family YMCA. At the YMCA of Greater Spartanburg, our goal is to provide a safe, wholesome, Christian environment for campers to experience outdoor adventures and grow physically, mentally and spiritually so that they may achieve their greatest God-given potential. Our focus at day camp is to encourage campers to demonstrate four key character traits; Caring, Honesty, Respect and Responsibility. Keeping our mission and purpose in the forefront allows us to reach our goal of the YMCA pillars of youth development, healthy living and social responsibility.

## **STAFFING**

The YMCA of Greater Spartanburg is committed first and foremost to the safety of your child. A YMCA professional supervises all day camp staff, recruited through local churches, leadership organizations high schools and area colleges. We place a serious emphasis on safety standards by offering remarkable counselor to camper ratio, and requiring our counselors to complete 30 hours of pre-camp training, including CPR, First Aid, AED and Child Abuse Prevention along with specific training in the areas of working with children, discipline, group dynamics and programming. All YMCA staff go through background checks prior to hiring. We take pride in the high expectations we set for our summer camp staff each year and evaluate them on a regular basis.

## **PAYMENT PROCEDURES:**

Program Registration Fees– Program registration fee is \$30/child.

Cancellations/Refunds– Written cancellation must be received two weeks prior to the start of the session to qualify for a refund. Refunds are not issued for lack of attendance, illness or vacation. If written notice is not received in indicated time, payment in full is expected.

Deposits– Deposits are non-transferable and non-refundable. All day camps and extended camps require a \$20 deposit per camp per week per child. Our camps fill up quickly and sports are reserved through a deposit on a first come first serve basis.

## **PAYMENT DUE DATES**

It is expected that payment in full for each session is received the Friday prior to the start of the session. THERE WILL BE NO EXCEPTIONS. Payments received after Friday will be charged a \$10 late fee per child. If the payment is not received, the child will not be permitted to attend. All payments for camp registration must be made by the following payment schedule:

<b>SESSION</b>	<b>PAYMENT DUE</b>
Session 1 (June 2-June 6)	May 30
Session 2 (June 9-June 13)	June 6
Session 3 (June 16-June 20)	June 13
Session 4 (June 23-June 27)	June 20
Session 5 (June 30-July 3)	June 27
Session 6 (July 7-July 11)	July 3
Session 7 (July 14-July 18)	July 11
Session 8 (July 21-July 25)	July 18
Session 9 (July 28-Aug 1)	July 25
Session 10 (Aug 4– Aug 8)	Aug 1
Session 11 (Aug 11-Aug 15)	Aug 8

## **FINANCIAL ASSISTANCE**

Financial Assistance is available through our Annual Campaign. The Annual Campaign is designed to help us fulfill our mission to serve all by being affordable, logical and relevant. The YMCA of Greater Spartanburg requires that individuals provide the requested information income and family size so that we can provide financial assistance in a fair and consistent manner. To process your application we will need the following information:

- Copy of most recent tax return
- Copy of two recent pay stubs for each working person
- Copy of social security or disability checks (if applicable)
- Copy of bank statement
- Copy of recent welfare benefits, food stamps, and or section 8 housing letter (if applicable)
- Copy of unemployment benefits statement
- If you have no income, a notarized letter from person(s) who provide your monthly living expenses

## **RETURNED CHECK CHARGES**

There will be a \$30.00 charge for any check returned to the YMCA of Greater Spartanburg. Outstanding balances resulting from uncollected returned checks must be taken care of before the child may enroll or attend any further YMCA programs.

## **WHAT TO EXPECT**

Going to summer camp is a very exciting experience for campers and parents. It's very natural for everyone to be anxious about the first day of camp and meeting new friends. Hopefully, the following information will familiarize everyone with camp procedures and minimize "first-day" anxiety. The YMCA of Greater Spartanburg Day Camp has well trained staff that are focused on meeting the needs of individual campers and are committed to serving as excellent role models.

### Suggestions from "Experienced" Parents

- Dress for the weather. The camp day will continue rain or shine.
- Campers are very active during camp. Therefore, have your camper wear "play clothes" that can become dirty.
- Your camper will probably come home tired and may need additional rest after a day of high energy activities.
- Label all items with camper's name including: swimsuits, towels, water bottles and backpacks.
- Please don't send valuable clothing or valuable items to camp
- Make sure all your forms and payments are completed the week prior to attending camp. This will save time at check-in. Include camper's first and last name and week paying for on all checks.

## **DAILY PROGRAM**

It is important to us that your child has a wonderful "first", "second"...or "seventh" camp experience. Therefore, our goal is to create an atmosphere of trust and friendship so that each camper will feel happy and confident at camp. Campers' activities include but are not limited to: devotion, assemblies, swimming, choice activities based on weekly themes, skits, stories, arts & crafts, fitness activities, field trips, sports, CATCH games & relays, special guests, character development, all camp activities, academic enrichment and counselor huddle times.

We take special care of campers. The program is progressively structured to challenge children according to their age. Campers stay with their counselor throughout the entire day. However, YMCA lifeguards as well as day camp counselors supervise swim instruction. The program is planned to give children an introduction to a wide variety of camp activities, along with providing them the opportunity for creative expression.

The following schedule is a general plan of day to day activities. It will vary based on field trips and special events.

## Day Camp Schedule

7:00-8:15	Drop Off/Breakfast
9:30-10:00	Open Ceremonies
10:00-12:00	Choice Activities
12:00-2:00	Lunch/Devotion/Reading
2:00-3:30	Swimming & Activities
4:00-6:00	Pick Up

### **FUN FRIDAY**

Every Friday is fun!! Details about each fun Friday all-camp activity will be included in the session's newsletter. This is a special day to dress silly according to the week's theme. Prizes will be awarded each week for the most creative costume. No need to purchase anything, just go in your closet and put your imagination to use.

### **WEEKLY THEMES**

To create an outstanding experience for your camper we ask that they participate in weekly themes. During some weeks, we will hand out more details for the week and we ask that you encourage your camper to participate by helping them with specific camp activities prior to arrival. A list of all our weekly themes will be released prior to camp.

### **FIELD TRIPS**

We are currently planning and securing all of our field trips for the summer. A list of all the field trips will be released prior to the start of camp. Please note on field trip days there will be no swimming for that specific age group. Below are the weekly field trip days for each age group. Please see Arrival & Pick Up for IMPORTANT field trip information.

**K4-3<sup>rd</sup> Grade- Tuesday Field Trips**

**4<sup>th</sup>-7<sup>th</sup> Grade- Thursday Field Trips**



## **SWIMMING**

Swimming and splashing around are a great part of summer camp. Swimming takes place Monday-Friday with rotations from 2:00pm-3:30pm depending on age group and field trip schedule. Please keep this in mind when making your daily pick-up arrangements. If you do not want your camper to swim, please inform the head counselor at drop off. Please note that it takes each group about 15min for changing time.

## **SWIM TEST**

Safety is our top priority at the pool. Prior to entry into the pool all swimmers 14 years and younger will have their swimming ability tested and will be placed into non-lifejacket or lifejacket groups. Swim tests are conducted on Mondays during the students regular swim time.

## **ARRIVAL AND DEPARTURE**

### Middle Tyger YMCA Drop Off/Pick Up

Drop off 7:00-8:15am/Pick up 4:00-6:00pm

On Mondays, Wednesdays, and Fridays, the children will leave promptly at 9:00am for the Thomas E. Hannah Branch to participate in daily activities. If your child is not dropped off by the specified time, you will have to take them to the Thomas E. Hannah YMCA to meet up with the group. They will depart the Thomas E. Hannah Branch promptly at 4:00pm to arrive back at the Middle Tyger Branch to begin pick up by 4:30pm.

On Tuesdays and Thursdays, the age group going on the field trip that day will depart promptly at 9:00am (unless otherwise noted) for their destination. The remaining children will participate in outdoor activities for the remainder of the day at the Middle Tyger YMCA.

### Thomas E. Hannah YMCA Drop Off/Pick Up

Drop off 7:00-8:15am/Pick up 4:00-6:00pm

On Mondays, Wednesdays, and Fridays, the children will participate in daily activities beginning at 9:00am at the Thomas E. Hannah Branch.

On Tuesdays and Thursdays, the children will leave promptly at 8:15am for field trip day beginning at the Middle Tyger Branch. If your child is not

dropped off by the specified time, you will have to take them to the Middle Tyger YMCA to meet up with the group. The age group going on the field trip that day will depart from the Middle Tyger promptly at 9:00am (unless otherwise noted). The remaining children will participate in outdoor activities for the remainder of the day at the Middle Tyger YMCA. The children will depart from the Middle Tyger Branch at 4:00pm to arrive back at the Thomas E. Hannah Branch to begin pick up by 4:30pm.

**\*\*If your child has not arrived to your specific branch by the specified times to begin the day, you will have to bring them to the designated location in order for them to participate in camp that day. If you need to pick your child up early, you will have to do so from the specified location. Please communicate with a member of the leadership staff if early pick up needs to be arranged.\*\***

Camp leadership staff will be available at this time with rosters to sign in your child and a runner will be there to take your child to their group. Campers must be "signed in" to the program each morning and "signed out" of the program in the afternoon every day. Unfortunately, we do not have staff to accommodate early arrivals. If your camper arrives after the drop off time or if you have to pick them up before 4:30pm please speak with a member of the leadership staff to make arrangements. We cannot and will not permit children to leave camp on their own. For the safety of your child, participants will only be released to the legal guardian or responsible adult listed on the camper's registration form. Every adult must present a photo ID at pick up. In the event that a child will be picked up by an adult not listed on the registration form, a parent note (including the person's name as it appears on their photo ID) is required and photo ID must be shown during pick up. Please help us speed up this process by having your ID ready.

## **ABSENTEE POLICY**

If for some reason your child will not be attending camp on a day they are registered, please inform the director as soon as possible. This will ensure that we have accurate records of each child in our supervision daily.

## **CUSTODY ISSUES**

In cases of separated and divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding that parent from picking up the child from our program or from picking up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA/Camp Property during camp hours. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted.

## **LATE PICK-UP/FAILURE TO PICK UP**

Staff are scheduled until 6:00pm. However, staff will not leave a camper unattended. We realize on some occasions late pick-up will occur. We ask that you please call the front desk at your branch and report if you see that you will be late.

## **WHAT TO BRING TO CAMP**

### **Food**

Breakfast and lunch will be provided through the DSS Summer Food Service Program beginning in Session 2 (June 9<sup>th</sup>). If your child is a picky eater, feel free to pack them a lunch. Please pack an additional afternoon snack.

### **Clothing**

Please dress your child appropriately. You should take into consideration the weather forecast and the camp activities. Campers must wear play clothes to camp and tennis shoes as your camper will be participating in outdoor activities. Campers should also bring a swimsuit and towel each day. For sanitary reasons, campers should not come dressed in their bathing suits. Also, for safety reasons, sandals are not permitted at camp.

### **Bathing Suit**

Please send a bathing suit and towel with your child every day. Each camp day will include either swimming and/or water activities. You may send goggles with your child as well, however the YMCA will provide all flotation gear. Please remember to label all items.

## **Sunscreen**

We are committed to keeping your child safe from the sun. To help prevent sunburn, it is recommended that parents apply sunscreen prior to arriving at camp. Our day camp spends a large amount of time in outdoor activities. Please apply 8-hour sunscreen that will last all day before arriving at camp each day. In addition, parents should provide campers with spray sunscreen to keep with them throughout the day. This can be sent in a zip lock bag labeled and given to the counselor or camp director. Staff are only able to apply spray sunscreen. As needed, staff will aid children in applying sunscreen.

## **What Not To Bring**

Camp is a natural setting to retreat from the amenities of electronic technology and get more in touch with peers. Toys, radios, electronic games, cellular phones, and iPods do not fit into this setting. Please leave these items at home. In addition please leave firearms, fireworks, knives, matches, lighters, tobacco products, expensive items, illegal drugs, money, trading cards and bad attitudes at home.

## **LOST AND FOUND**

We will make every effort to return lost and found items while your camper is in camp. Please mark all items with a permanent marker or laundry label for easy identification. If you discover something is missing please check lost and found immediately. Items still remaining after your child's camp session will be donated to a local charity. The more time passes, the less likely it can be found. The YMCA is not responsible for lost, stolen or damaged clothing or equipment.

## **HEALTH & WELLNESS**

It is our sincere desire to provide quality care for your camper while they are participants at the YMCA of Greater Spartanburg. If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian. Any child running a temperature over 100 degrees or has vomited will be required to go home. If a child is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will attempt to contact the parent/guardian. In the event that the parent/guardian cannot be reached, all contacts on the

authorized pick up list will be contacted. Please be advised that staff will not exclude your camper from activities unless one or more of the following exists:

1. The illness prevents the camper from participating comfortably in camp activities.
2. The illness results in greater care needed than the counselor can provide without compromising the health and safety of the other campers.
3. The camper has any of the following conditions:
  - A. Fever
  - B. Signs of Possible Severe Illness: Examples include lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs-until medical evaluation allows participation in program.
  - C. Uncontrolled Diarrhea: examples include one or more watery stools in a 24hr period.
  - D. Vomiting
  - E. Lice

Please refrain from returning to camp until condition discontinues (minimum 24 hours). This is in the best interest of all campers in the program.

## **MEDICATIONS**

The YMCA of Greater Spartanburg Day Camp prefers that all medications be administered at home before the camp day. However if medication needs to be administered, all prescription medication must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All medication, including over the counter items (vitamins, creams, lotions, etc.) must be dispensed by the camp office. Check all medications in at the camp office on the first day of each session. Please make sure the camper's name is on all items.

Refrigeration will be provided if necessary. **DO NOT PACK MEDICATION IN BACKPACK.** Medication must be given directly to staff at drop off along with the "Medicine Request" form. All medications will be taken off site to our field trip locations as needed.

## **SEVERE WEATHER PROCEDURES**

In the event of severe weather such as thunderstorms or tornado warnings we will start to take immediate cover. The camp director along with the branch will stay alert for weather advisories issued over the radio. We will not operate vehicles during severe weather conditions.

Counselors are trained to handle severe weather conditions such as storms, tornadoes and heat conditions. During heat advisories, campers continue activities at a slower pace. We will adjust group schedules so that children will not be participating in field sports during the hottest part of the day. During ozone alerts of orange or red, most activities will take place indoors.

## **SPECIAL EMOTIONAL/PHYSICAL NEEDS**

Campers with special emotional or physical needs should be called to the attention of the camp director by fully describing any unique requirements of the camper at least two weeks prior to arrival. Please call camp if you have questions regarding children with special needs. We will make every reasonable accommodation possible to serve children with special needs. Please contact the day camp director regarding special circumstances.

## **DISCIPLINE**

The YMCA expects all participants to demonstrate the four YMCA character values of caring, honesty, respect & responsibility. Campers who fail to exhibit these character traits will be counseled by Y staff. YMCA employees use positive discipline approaches to modify behavior including redirection, time out, one on one counseling and think sheets (a written narrative of the incident written by the child that encourages reflection on alternative choices the child had available). Y staff respect children and do not participate in any forms of physical or corporal punishment, including spanking, hitting, etc. Participating students and parents are required to read and sign the Y family code of conduct. Should discipline problems arise that require parent involvement, the Y will follow the steps below:

First Offense-Child completes a think sheet; parent may be notified

Second Offense-Child removed from activity; parent notified in writing

Third Offense-Parent conference and/or suspension

#### Fourth Offense-Parent conference and/or removal from program

Please note: these steps are guidelines and Y program directors have the right to adjust consequences on an individual basis as situations arise. We want all of our children to enjoy their experiences at the Y. We also want all of our children to be physically, emotionally and mentally safe when in our programs.

### **PARENT RESPONSIBILITIES & OPPORTUNITIES**

- Parents must follow all established policies and procedures outlined in the YMCA Child Care Handbook including the pick-up policy, payment policy, late pick-up policy, etc.
- Payments may be submitted in our drop off/pick up line, and/or at the front desk. Parents are responsible for keeping personal payment receipts.
- Parents must notify the Y of all absenteeism of their child ahead of time by calling the branch front desk. This will keep our staff notified of when to expect and not expect your child.
- Parents are responsible for reading all emails, newsletters, flyers, etc. sent home regarding the Day Camp Program, also reviewing the website, Facebook page, and materials available at your child's camp location to keep will informed about the program.
- Parents should read and review the Student Code of Conduct with their children regularly.

#### **Communication**

It is our priority to make sure parents are informed of what is going on in our programs. The Y will make every effort to communicate with you about activities, special events and especially about your child! We communicate through newsletter, social media, signs posted at drop off/pick up, phone calls and in person. It is strongly urged that parents provide email addresses so you can receive important updates. Become our friend on Facebook to see daily posts, pictures, and videos of camp happenings.

## **WHAT'S GOING ON AT HOME**

Children's actions in camp often reflect situations they are experiencing at home (i.e pet's death, divorce, sibling conflict, etc.) If any disruptive or traumatic experience should occur, please inform the director or counselor. Please review the following regarding the YMCA's policy:

1. YMCA staff and volunteers are not allowed to transport children at any time outside of YMCA programs.

2. Parents may not leave children at the YMCA or program site unsupervised.

3. The YMCA is a federally mandated reporter of any suspected cases of child abuse or neglect.

4. YMCA staff is not allowed to babysit any campers involved in any YMCA programming.

5. Any traumatic experience from home that might reflect camper behavior should be reported to the camp director.

We look forward to a great summer and appreciate having your child spend their time with us!