

Camp Terra Mare



The best summer a kid could have!

Camp Terra Mare Registration Checklist

Below is a list of all forms and information that must be completed and turned in for your child to join us this summer.

- **Double sided registration form filled out completed and submitted with non-refundable deposit**
- **Record of Immunizations**
- **Parent/Guardian Consent form, found in this packet, signed and returned**
- **Behavior Management Guidelines, found in this packet, signed and returned**
- **Authorization to Administer Medication to a Camper, if applicable, from this packet signed and returned.**

The Y of Martha's Vineyard Camp Terra Mare Summer Camp

PARENT/GAURDIAN CONSENT FORM

NAME OF CAMPER _____

Please sign this form to acknowledge that you have read the Family Handbook and agree to the policies and procedures outlined below. Signature of parent/guardian is required for your child to enter camp.

Medical Consent

As the parent/guardian, I hereby give consent to the Y of Martha's Vineyard Camp Terra Mare Summer Program to provide emergency medical treatment for the above named child in the event that I cannot be reached. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of the child.

Recognizing that the Y will do its best to ensure a safe experience, I understand that certain dangers or accidents may occur. I hereby release the Y of Martha's Vineyard from any and all responsibility and liability of any nature, including claims of injury, illness, death, loss or damage, resulting from my child's participation in any program activities.

Participation Agreement *(Please go over these items with your child):*

1. Participant agrees to abide by rules and regulations set by the program for the health, safety, and welfare of the participants.
2. All medications will be brought directly to the site staff in accordance with the Plan for Administration of Medication and will be accompanied by a medical consent form.
3. The Y is not responsible for lost, damaged, or stolen personal belongings.
4. Continued inappropriate behavior, including but not limited to threatening, bullying, not following directions, teasing, sexual harassment/intimidation, fights, or improper behavior in vehicles, may result in immediate dismissal from the program with no refund.
5. Children will not be accepted at the camp if they are ill. This includes, but is not limited to fever of 100°F or higher, stomach virus, or any contagious symptoms; rashes, sore throat, vomiting, etc. Should the child become ill during the day, the parent or designated emergency contact person(s) will be notified to pick up the child.
7. Campers will be dropped off and picked up at the designated times. If extended care is needed, registration is required so that adequate staff can be provided. If the child is not enrolled in extended care, late pick-up penalties will apply.
8. The Y of Martha's Vineyard Camp Terra Mare Summer Program has the right to refuse a child to camp if all required documentation has not been provided (i.e., immunization record, signed medical form, signed Parent/Guardian Consent form).

By Signing Below, I Agree That:

- ✓ I have read and understand the parent/guardian consent and Family Handbook.
- ✓ I authorize my child to participate in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.

Printed Name

Signature of Parent / Guardian

Date

Behavior Management Guidelines

It is the YMCA's goal to provide a healthy, safe, and secure environment for all day camp participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values and to interact appropriately in a group setting.

Behavior Guidelines:

- We will **care** for ourselves and for those around us.
- **Honesty** will be the basis for all relationships and interactions.
- People are **responsible** for their actions.
- We **respect** each other and the environment.

When a camper does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place.
3. If the behavior persists, a parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent so they can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem still persists, staff will schedule a conference that includes the parent, camper, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children or staff, the parent may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the day camp program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day:

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the day camp program without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

If any of these behaviors persists, staff may suspend the camper a second time before expulsion. Immediate expulsion may occur if a camper is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

PARENT SIGNATURE REQUIRED:

I have reviewed with my child the Behavior Management Guidelines. I understand and agree to all of the terms presented in this document.

Parent's signature

Date

Camper's signature

Please turn in this signed copy with your registration information

Authorization to Administer Medication to a Camper

(To be completed by parent/guardian)

Name of Camper: _____ Age: _____ DOB: _____

Food/Drug Allergies:

Diagnosis (at parent's discretion):

Parent/Guardian Name: _____

Home phone: _____ Cell phone: _____

Emergency contact number: _____ name: _____

Name of Licensed Prescriber: _____ Business Telephone: _____

Emergency Telephone: _____

Name of Medication: _____

Route of Administration: _____

Dose given at camp: _____

Frequency: _____

Date Ordered: _____ Duration of Order: _____

Quantity Received: _____ Expiration date of Medications Received: _____

Special Storage Requirements: _____

Specific Directions (e.g., on empty stomach/with water):

Specific Precautions:

Possible Side Effects/Adverse Reactions:

Other medications (at parents' discretion):

Location where medication administration will occur:

Additional Notes:

(Over)

Authorization to Administer Medication to a Camper (2)

I hereby authorize the YMCA of Martha's Vineyard Camp Terra Mare to administer, to my child, _____ the medication(s) listed above, in accordance with 105 CMR 430.160.
(NAME OF CHILD)

105 CMR 430.160(A)

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.

105 CMR 430.160(C)

Medication shall only be administered by the health supervisor* or by a licensed health care professional authorized to administer prescription medications. The health care consultant shall acknowledge in writing the list of medications administered at the camp. If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

105 CMR 430.160(D)

When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned, it shall be destroyed.

*Health Supervisor – A person who is at least 18 years of age, specially trained and certified in at least current American Red Cross First Aid (or its equivalent) and CPR, has been trained in the administration of medications and is under the professional oversight of a licensed health care professional authorized to administer prescription medications.

Parent/Guardian Signature: _____ Date: _____

Camp Terra Mare



The best summer a kid could have!

General Information

DAILY DROP-OFF PROCEDURES (8:55AM-9:30AM)

****** If health records and payment is not received 1 week before Camp, your child will not be admitted to Camp!!!!**

- Parents/guardians must, on the first day and each consecutive Monday, check in at the Camp Terra Mare Table beyond the Membership Desk. You will then be directed to where your child's group will be found every morning thereafter. **You must sign in your child with the camp counselor.**
- If you have questions about your child's daily activities, please feel free to speak with the camp counselors at the designated drop-off or pick-up time.

In the event of inclement weather, please drop your child off inside at the pavilion located next to the Teen Center (staff will be on hand to point you in the right direction).

REGULAR DAY PICK-UP PROCEDURES (3:45PM-4:00PM)

- Sign out your child with their counselor at their designated group area.
Only authorized persons listed on the Registration form and with proper photo ID may pick up your child

**Rainy day pick up procedures will be exactly the same except all groups will be at the pavilion.*

EXTENDED CARE DROP-OFF/ PICK-UP PROCEDURES (8:00 – 8:55AM / 4:00 – 5:00PM)

- If your child is enrolled in *before* care, you may drop him/her off in the designated area located inside the facility (signs will be posted). All campers **must be signed in**.
- If your child is enrolled in *after* care, you may pick him/her up in the designated area located inside the facility (signs will be posted). All campers **must be signed out**.

Only authorized persons listed on the Registration form and with proper photo ID may pick up your child

SPECIAL DROP OFF-PICK UP PROCEDURES (9:15AM-3:45PM)

Any drop-offs/pickups not taking place during normal drop off/pick up hours should go directly to the Member Service desk inside the facility. Please notify camp staff in advance of special drop-offs/pick-ups so that we can accommodate you and your child.

DISPENSING MEDICATION

ALL medication must be turned into the Camp Director on the first day of each session. Medication must be in its original container bearing the pharmacy label which shows the date of filling; the name of the pharmacy, patient, doctor and medication; directions for use and cautionary statements, if any, and medication quantity. Over the counter medication must be accompanied by a doctor's note which shall include directions for use. All medications, with the exception of epi-pens and inhalers, will be kept in the camp office and administered by a Director at the required time of dosage.

SICK / ABSENT CAMPERS

If your child is sick or absent from camp, we ask that you call the Member Service Desk (508) 696-7171 ext 0, before 9:00AM to let a director know.

WHAT TO BRING: (use me as a checklist!)

- **Backpack**
- **Hats**
- **Bathing suit**
- **Towel**
- **Snacks (2 x daily)**
- **Bagged lunch and drink** (to help ensure lunches stay cool, ice packs/frozen water bottles are always a good idea!)
- **Sunscreen**
- **Bug spray**
- **Water Bottle**
- **Change of clothes including socks and underpants**
- **Appropriate clothing (no open-toed shoes; rain jacket if necessary; hat, long sleeve shirts and long pants for protection from the sun.)**

WHAT NOT TO BRING: Leave at home!

- Electronics (Cell phones, iPods, Nintendo DS/PSP)
- Money
- Trading cards (Pokémon etc.)
- Valuable items
- Jewelry
- Heelys
- Weapons of any kind – real or fake

LOST & FOUND

Lost & Found items will be collected each day and stored in the main office until the end of the session. Items not claimed will be donated to a local charity at the end of the summer.

OUR COMMITMENT TO CHILDREN'S SAFETY

The Y of Martha's Vineyard takes responsibility for the care and protection of every child very seriously. It is a top priority of ours to assure that all children's experiences with us is not only fun, but also safe. In our camps, the following steps are in place to ensure a safe summer: (1) our staff are carefully screened and trained, (2) our policies are designed to protect children, (3) parents are partners at the YMCA, (4) we emphasize the positive.

**YMCA Summer Camp
2013**

FAMILY HANDBOOK

**YMCA of Martha's Vineyard
111R Edgartown Vineyard Haven Rd.
Vineyard Haven, MA 02568
(508) 696-7171**

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Found in the front of the packet:

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ATTACHMENT 2: BEHAVIOR MANAGEMENT GUIDELINES

ATTACHMENT 3: AUTHORIZATION TO ADMINISTER MEDICATION TO A CAMPER

GENERAL INFORMATION

Introduction

At the YMCA of Martha’s Vineyard, we believe camp is about having fun & developing skills, while offering opportunities that allow children to grow to their fullest potential. The YMCA of Martha’s Vineyard strives to provide a quality program that is affordable, safe and accessible to the greatest number of families in an effort to strengthen them, as well as our community. At the YMCA of Martha’s Vineyard, children are provided with multiple opportunities to learn new skills, develop confidence and character, and to make lifelong friends. Our commitment to the YMCA core values of caring, honesty, respect and responsibility are clearly evident to campers and staff members as they experience camp together. At camp, your child will explore the island of Martha’s Vineyard through field trips, camp crafts, nature activities, swimming, and more. We also offer extended care for campers whose parents need childcare options outside the normal hours of camp. We hope the transition into our program is easy and comfortable for you and your child, and we look forward to working with you throughout your child’s stay with us.

Staff

We believe that the success of our program lies in the quality of our staff. Each member of our staff is carefully selected based on his or her experiences, education, character, talents and interpersonal skills. Our purpose is to provide an enriching experience in a safe and structured, developmentally appropriate program - one that will provide a positive and enriching long-lasting memory for your child. Our counselors and program specialists are chosen based on their maturity and proven ability to be positive role models for your child. All staff undergoes Massachusetts background checks (CORI and SORI). Our camp allows you the sense of security that comes with knowing that your child is spending their summer days under the watchful and nurturing eyes of our dedicated camp staff.

Parents have the right to request a review of all background checks as well as the health care and discipline policies. Any grievances regarding Y policies may be filed with the Camp Director.

Licensing Agency

The Y of Martha’s Vineyard Summer Camp is licensed by the Massachusetts Department of Public Health and is mandated to uphold all the rules and regulations pertaining to licensing by the local Board of Health.

Important Phone Numbers

YMCA of Martha’s Vineyard..... (508) 696-7171
Kelly McBride Summer Camp Director..... (508) 696-7171 ext. 115

GETTING STARTED

Age Requirements

Our camp offers co-educational programs open to children of all abilities, from K – 9th grades. Campers will be placed in groups according to the grade they will be entering in the fall.

Registration

You may register at the Member Service Desk during regular Y hours. You can also fill out a registration packet and send it with payment to the YMCA of MV, Attention: Summer Camp. Download registration forms online at www.ymcamv.org. Deadline for registrations is Wednesday prior to the start of the camp week. Acceptance depends upon availability. *Registration within two weeks of desired camp dates requires full payment at the time of registration.*

A non-refundable \$10 registration fee and \$25 deposit per week is required for each child at the time of registration. The \$25 deposit fee is applied towards your total camp fees. Example: a child attending two weeks of camp would submit a deposit of \$50. The balance is due 2 weeks prior to the start of your child’s camp session. Registrations will not be held past the due date without full payment.

Camp Extended Care

Extended care is offered for campers whose parents need childcare options outside the normal hours of camp. Extended Care is available before the program day from 8:00 – 9:00 a.m. and after the program day from 4:00 – 5:00 p.m. Supervision and limited activities will be provided. Registration is required for extended care. *Parents/guardians are responsible for all transportation to and from camp.*

Required Forms

Please provide the camp with any information that will help give your child a positive camp experience.

- Medical and Immunization Record – Every camper must have a **current** copy of this form (or equivalent) **signed and dated** by a physician. This form **must be completed each year and is due 2 weeks prior** to the start of your child’s camp session. *Registrations will not be held past the due date without these records.*
- Registration Form – Every camper must have this form signed by a parent/guardian.
- Parent/Guardian Agreement Form – This form is enclosed in this Family Handbook and is due 2 weeks prior to the start of your child’s camp session. Every camper must have this form signed by a parent/guardian.

Confidentiality of Records

All information contained in your child's records is privileged and confidential and cannot be released without your written consent. Parents shall, upon request, have access to their child's records and have the right to amend the record. The Y of Martha's Vineyard Summer Camp Program shall provide, within 2 business days, and will not charge any fee for copies of any information contained in the child's record. Authorized representatives from Massachusetts Department of Public Health have the right and responsibility to review all records upon request.

Hours of Operation

The Summer Camp program hours are as follows:

Before Care: 8:00 a.m. – 9:00 a.m.

Camp hours: 9:00 a.m. – 4:00 p.m.

After Care: 4:00 p.m. – 5:00 p.m.

The hours of operation for the YMCA facility are

Monday - Friday: 5:30 a.m. – 9:00 p.m.

Saturday: 8:00 a.m. – 8:00 p.m.

Sunday: 10:00 a.m. – 6:00 p.m.

Supervision of Children

The program will be supervised by the Program Director and Assistant Director. During program hours, children are under the direct supervision of the program staff. Campers will be placed in co-ed groups according to the school grade they will be entering in the fall. Groups will adhere to the ratios set forth by the licensing agency. For more information on required staff ratios, please contact the camp director.

FINANCIAL POLICIES

Camp Rates, Payment Options & Plans

The member rate applies to children covered by a family membership. In order to receive the member discounted rate for camp, the camper's membership must be valid and in good standing at the time of registration and for the duration of the camp weeks(s). We accept cash/money order, check, or credit card (MasterCard, Visa, and Discover). An automatic credit card or checking account payment plan is available. Please contact us for appropriate paperwork regarding this payment option.

Financial Assistance

If economic or other family circumstances prevent your child from participating in our camp, please fill out a Financial Assistance application and return it to the Member Service Desk; see Membership Director Nina Lombardi with questions 508-696-7171, ext 112. All requests are confidential. The Y of Martha's Vineyard welcomes all recipients of state vouchers and subsidy programs. Financial assistance is made possible through donations raised through the Y's annual fundraising campaign.

Payments and Records

The balance of payment (full tuition less the deposit) is due 2 weeks prior to the start of your child's camp week(s). If you have any questions or concerns about your account history of payments, please contact the Member Service Desk. It is important that all receipts are saved to help verify payments. A year-end summary may be obtained upon request.

Termination for Non-Payment

Non-payment or consistently late payment of fees is sufficient cause for termination from the Y program. The child may return to the program after all balances have been paid in full, provided that there is space available in the program. If service is terminated for non-payment, the Y will pursue collection for the full amount due. A family with an outstanding balance may not be permitted to register or participate in any other Y programs until the amount due is paid in full.

Refunds and Withdrawal from Program

A written 2 week notice is required if you wish to withdraw your child from camp. **Tuition, less the \$10 registration fee and \$25 deposit per week, will be refunded if notice is received two weeks prior to your child's camp session.** No credits will be issued if less than 2 weeks' notice is provided before the start of camp. Refunds after the start of the camp week are made only if the child has an illness or injury requiring doctor's care and a note from the physician stating that he/she can't participate in camp activities.

Enrollment Changes

Any changes in enrollment (i.e., changing weeks or withdrawing from the program) must be given in writing two weeks in advance of the start of the program week desired or currently enrolled, whichever comes first. Please note that if proper notice is not given, you are responsible for your original billing agreement.

ATTENDANCE AND TRANSPORTATION POLICIES

Late Pick-Up Penalties and Procedures

Our program day ends promptly at 4:00 p.m. Extended care is available for campers whose parents need childcare options outside the normal hours of camp. A \$10.00 fee will be incurred if a child is not picked up by 4:15 and is not enrolled in extended care. The fee will be automatically charged to your billing method on file. All late pick-ups are logged. It is your obligation to call the YMCA and notify us of any emergency situations. If we do not receive a call by the end of the extended care period (5:00 p.m.), and no person on the contact list can be reached, we will contact the Department of Children and Families (DCF) and file a report.

Transportation & Traffic Control Policy

Parents/guardians are responsible for all transportation to and from camp. Transportation for any camp activities occurring off-site will be provided by the Y of Martha's Vineyard Camp Terra Mare Summer Program via the Martha's Vineyard Regional Public School System.

Upon entering the Y parking lot, parents should follow signs to the right side of the building to the designated drop-off/pick-up location. Parents/guardians should escort children to their camp group. Children will be greeted by the camp staff at the designated drop-off/pick-up location; **children must be signed in by parent/guardian**. Attendance will be taken before the children leave the drop-off/pick-up location. Please refer to the Y Summer Camp Policies & Procedures for procedures regarding enrolled children who do not arrive at camp and children who do arrive but are not enrolled.

Transportation is provided to and from scheduled field trips with written parent consent, via school bus vehicles or licensed and insured private transportation vans. Children are expected to wear safety restraints at all times while being transported. Children are also expected to behave appropriately while on the bus or in a van. Transportation can and will be suspended without notice if a child is behaving in an unsafe manner or being inappropriate while being transported.

Absences

Please inform us as soon as possible if your child is going to be absent from the program. If your child is ill and will not be attending camp that day, please call the Member Service Desk at the Y at 508-696-7171, ext 0 before the camp starts at 9:00 a.m. Continued failure to call in when your child is absent will result in a suspension or termination from the program. There is no tuition credit for any days when your child does not attend the program; however exceptions will be considered on a case by case basis.

NON-DISCRIMINATION POLICY

Non-Discrimination Policy /Equal Opportunity

It is the policy of the Y of Martha's Vineyard to comply with all existing statues regarding equal opportunity and non-discrimination. We hire new employees and admit children and families to our programs of any race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or gender identity. Our programs ensure that policies and procedures promote the recognition of the individual and diverse developmental needs of each child. The Y of Martha's Vineyard Summer Camp Program is designed to be inclusive of all children, including those with identified disabilities according to the 1990 Americans with Disabilities Act, Individuals Disabilities Education Act (2004) and Section 504 of the Rehabilitation Act of 1973. Please feel free to contact the Camp Director if you have questions or concerns regarding your child's participation in camp activities.

HEALTH AND SAFETY

Illness

We recognize the problems of parents who have a sick child and who must go to work. Yet it is our main concern that all children are safe and healthy. Parents must arrange for alternate care for the days when their child cannot attend due to illness. Parents are contacted if their child is in need of a doctor's attention, is contagious, or is in need of prolonged individual attention from a staff member due to illness.

Please do not bring your child to Camp if in the last 24 hours he/she has had a fever, experienced vomiting, or any possibly contagious conditions. To ensure the comfort of your child and the health of the other children in the center, you will be expected to make other arrangements for his/her care if your child has experienced any of the following symptoms within the previous 24-hour period:

1. A fever of 100°F or higher. Children with a temperature reading over 99°F will be sent home and may not return to the program until they have been fever-free for a full 24-hour period.
2. Stomach viruses. A child who is vomiting will be sent home and should remain home until the vomiting has stopped and the child can keep food and liquid down for a 24 hour period.
3. A contagious condition of any kind, including, but not limited to: strep throat, flu, respiratory infection, conjunctivitis, infectious rash, hepatitis, lice, chicken pox, measles, mumps, scabies, etc. That child will be sent home and will not be allowed back into the program until all symptoms have been cleared by a medical professional.

Plan For the Care of Mildly Ill Children

In the event a child feels mildly ill, the Camp Director will find a quiet place for the child to rest. The child will be offered water, food, and appropriate rest and play materials. If the child needs to be in a separate room, the staff member caring for that child will at least meet the minimum counselor qualifications, and will be trained in the general practices and procedures for the care and comforting of ill children, the recognition and documentation of symptoms of illness, and taking the children's temperature.

Plan for administration of medication

Should a parent desire that the Y give their child medicine (prescription or over the counter) the following guidelines apply:

1. **In order to give the child any medication, prescription or non-prescription, the parent must give written authorization and consent by signing a release form and medication tracking form.** This form will include the parent signature, date, time to be given, name of medication, as well as other specific instructions as to the administration of the medications.
2. All **prescribed medication** for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such

prescription or required by law, and if tablets or capsules, the number in the container.

3. All **over the counter** medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.
4. Medication can be administered by the parent to the child when dropped off at or picked up from the facility.
5. Medication shall only be administered by the health supervisor or by a licensed health care professional authorized to administer prescription medications. If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. The health care consultant shall acknowledge in writing a list of all medications administered at the camp. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

PLEASE NOTE: All prescription and non-prescription medications require a note from the physician with instructions concerning the dosage and times to administer. *** This note is valid for specified time only, as expressed by physician, which cannot exceed one year and will be kept on file.*

The instructions on the medicine bottle will be considered the proper instructions unless accompanied by a doctor's note. If any staff member has questions or concerns, the medication may not be given. Any instructions for over the counter medication may not exceed the suggested dosage on the package unless accompanied by a doctor's note.

An authorized staff member must handle all medications, except inhalers. All medications shall be administered by an authorized staff member; upon written authorization of a parent and the physician, the child may be permitted to administer his/her own medication under the supervision of an authorized staff member. *Medications are not to be left in backpacks or kept on the child's person.* This includes over the counter medications of any kind. The authorized staff member will note on the medication tracking form the amount of medicine given to the child as well as the time administered.

Important instructions for inhaler usage: With written parental consent and authorization of the physician, children who have asthma will be permitted to carry their own inhalers and use them as needed without the direct supervision of a staff member. All staff will be alerted to the status of children within the programs care who have asthma and carry their own inhalers and use them as needed.

Plan for returning or destroying unused medication

When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned, it shall be destroyed as follows:

1. Destruction of prescription medication shall be accomplished by the health care consultant, witnessed by a second person and recorded in a log maintained by the camp for this purpose. Said log shall include the name of the camper, the name of the medication, the quantity of the medication destroyed, and the date and method of destruction.
2. The health care consultant and the witness shall sign each entry in the medication destruction log.

3. The medication log shall be maintained for at least three years following the date of the last entry.

Allergy Procedure

Any allergies listed on a child's record must be discussed between the Camp Director and the parents so that the medical condition is understood. In the case of a food or chemical allergy, documentation must be provided and placed in the child's folder. This documentation, signed by the parents and Camp Director, must include how the allergy is to be handled and whether it is a medical procedure or an avoidance factor.

The Camp Director will then discuss the allergy and the medical or avoidance procedures with the other staff members so that everyone at the site is familiar with the allergy and what to do in case of a reaction.

The child's allergy should be clearly marked on the outside of his/her folder. A copy of the documentation for medical or avoidance procedures for each child should be taped to the inside of the cabinet door where the first aid kit is stored.

Allergies & Emergency Medical Information

Any allergies to foods, chemicals, or other materials should be listed in the "Allergies" section of the Y of Martha's Vineyard Summer Camp Program medical form. All staff will be informed of children's allergies and instructed to avoid these products. The medical form should also be completed by your child's health care provider and/or service provider to ensure that the program is aware of any issues or concerns related to the child's participation in the program.

Procedures for Administering First Aid

1. Every camp group has a complete first aid kit available at all times.
2. When necessary, one YMCA staff will administer first aid, while other staff will care for the rest of children.
3. A staff member will call for back-up if necessary.
4. When applicable, staff will wear gloves to prevent the spread of possible infectious disease.

Procedure for Documentation of First Aid and Informing Parents when First Aid is Administered

1. Any administration of First Aid will be logged in the Medical log book, including date, time, name of camper, camper complaint, and aid administered.
2. An incident report will be completed to document the cause of injury.
3. Parents will be notified of the administration of First Aid.

Procedures for Providing Emergency Health Care

In the event of an emergency where emergency health care needs to be provided, the following steps will be taken:

1. A staff member will call for help. If contacting 911, make sure that the person relays the following information:
 - a. Your name and the child's name
 - b. Nature of the emergency
 - c. Telephone number and address where you are presently
 - d. The exact location of the injured person at site
 - e. Relay exactly where you will meet emergency service personnel and what you are wearing
 - f. Do NOT hang up the phone until all of the above information has been relayed and you have confirmation that help is on the way
2. Administer first aid immediately.
3. Have someone contact parent/caregiver with all necessary information. If parent cannot be reached, the Camp Director will keep attempting to contact parent and other emergency contact persons.
4. Transport child via ambulance to Martha's Vineyard Hospital with a YMCA staff member in attendance.
5. Give all necessary forms to the staff member to bring to the hospital.
6. If the parent cannot be contacted, then the Camp Director will contact other listed emergency contact persons.

In preparation for an emergency where emergency health care needs to be provided while off-site, the camp staff will take the following action:

1. Staff members will bring all camper files and emergency contact numbers when the program is off-site at any time.
2. Parents are aware that their children will be off-site, and permission has been granted for this.
3. YMCA staff has cell phones and/or access to a phone while off-site.

Current Emergency Contact Information

The YMCA of Martha's Vineyard Summer Camp Program must be notified of any changes in address, workplace or home telephone numbers. It is important that parents list someone other than themselves. This person must be someone who lives in the area and can be contacted in case of medical emergency. It is the parent's responsibility to keep all information up to date.

Protection from the Sun

The Y encourages all campers to reduce exposure to ultraviolet exposure from the sun. Such means shall include, but need not be limited to, the use of wide-brim hats, long sleeve shirts, long pants, and screens with a solar protection factor of 15 or greater and lip balm. If the child does not have his/her own sunscreen, a screen with a solar protection factor of 15 or greater will be provided. If a child needs assistance applying sunscreen, the counselor will first ask the child if he/she may have permission to apply the screen. With the child's permission, the counselor will apply the screen to the child's face, neck, arms and other exposed areas of the body.

DAILY ROUTINES

Daily Communication

Your child will be spending many hours each week in our care. We hope you will keep us informed on a daily basis regarding the small, but important changes that can affect your child's ongoing success in our program. We encourage you to consult with the camp counselors or director whenever any concerns arise regarding your child's program and progress. We value your input and believe parents and families are the most significant role models in a child's life. Our goal is to develop an ongoing bond with your family!

Picking Up Your Child

All children must be signed in and out by a parent or authorized person on a daily basis. Maintaining accurate daily attendance is imperative to ensuring the safety of the campers and will be recorded each day by the camp staff. Feel free to discuss your child's day with the staff. Please keep in mind that the staff must continue to monitor the other children in the program. For extended discussions, you can arrange an appointment. If you are going to be late, it is your responsibility to contact your emergency contact person to pick up your child before the program closes. Please call the Camp Director if a different person not listed on the Pick-up Authorization list will be picking up your child, and tell that person to be sure to have a picture ID available.

Release of Children

Children will only be released to the parent or individuals authorized by the parent and whose identity can be verified by an identification card bearing his/her photograph.

To ensure the security of the children, staff will follow the following pick-up procedures:

- Verify the individual is currently listed on the Pick-up Authorization List.
- The staff will check a photo ID to be sure that it matches the name listed. Positive identification is required, please be sure to carry your ID every day since substitute staff may not recognize you.
- Please note that the staff reserves the right to refuse the release of any child they feel may be at risk.

Field Trips

All parents will be informed ahead of time of all field trips. Permission for these trips is granted by the signing of the attached Parent/Guardian Consent Form. Although not common, if there is a cost for the field trip, payment is due before your child can attend the trip.

Food for Children

You must provide a lunch and a snack for your child each day of camp. Please consider packing extra food for your child for a mid morning and mid day snack. Please provide a refillable water bottle or canteen for your child so that he/she can replenish their water during the day. Occasionally a light snack may be provided but should not be viewed as a supplement to their daily intake of food.

Toys/Items from Home

Please refrain from having your child bring in toys or items from home. The YMCA of Martha's Vineyard is not responsible for any lost or stolen items. At camp, children are encouraged to participate in outdoor and team-building activities. Any electronic devices including Gameboys, iPods, MP3 Players and cell phones are not allowed. If a child brings such an item to camp, they will be asked to store it with their personal belongings until they are picked up at the end of the day.

General Daily Schedule

The Y of Martha's Vineyard Camp Terra Mare Summer Program encompasses a variety of activities including: swimming, sports & fitness, creative arts, science & nature, outdoor & environmental education, on-Island field trips, team building activities, organized games, and gardening & nutrition. Snack time is a fun social part of the day, please be sure you provide one.

Issues of Concern/Grievance

Issues, problems and questions relating to the Y of Martha's Vineyard Camp Terra Mare Summer Program should always be discussed with the camp counselors. If you feel that an issue cannot be resolved with the staff, you may contact Kelly McBride, Camp Director at 508 696-7171, ext 115. Please note all staff work closely together to ensure open communication with the families we serve.

Fees and/or billing questions may be addressed with the Member Service Desk at 508-696-7171, ext 0.

Child Guidance Policy

The Y of Martha's Vineyard believes that all children should experience success. We strive for a setting which provides children with opportunities to explore their environment within consistent, age-appropriate limits. We ensure that policies and procedures regarding child guidance promote the recognition of the individual and diverse developmental needs of each child.

Our policies and procedures for behavior management of children are directed to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Our guidelines are used in a consistent, reasonable, and developmentally appropriate way, based on an understanding of the individual needs and stages of development of each child. By using the following behavior management guidelines, we strive to minimize inappropriate behavior while creating a positive and nurturing environment for all of the children in our care. Please review the guidelines with your camper. The copy of the guidelines written below is for you to keep. An additional copy of the guidelines are attached to the end of the packet please sign and return the attached page.

Behavior Management Guidelines

It is the YMCA's goal to provide a healthy, safe, and secure environment for all day camp participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values and to interact appropriately in a group setting.

Behavior Guidelines:

- We will **care** for ourselves and for those around us.
- **Honesty** will be the basis for all relationships and interactions.
- People are **responsible** for their actions.
- We **respect** each other and the environment.

When a camper does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place.
3. If the behavior persists, a parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent so they can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem still persists, staff will schedule a conference that includes the parent, camper, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children or staff, the parent may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the day camp program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day:

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the day camp program without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

If any of these behaviors persists, staff may suspend the camper a second time before expulsion. Immediate expulsion may occur if a camper is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

PARENT SIGNATURE REQUIRED: (please keep this document, there is an additional copy attached at the end of this packet for you and your camper to sign)

I have reviewed with my child the Behavior Management Guidelines. I understand and agree to all of the terms presented in this document.

Parent's signature Date

Camper's signature

YMCA ENRICHMENT PHILOSOPHY

We believe in the value of human diversity and the fair treatment of all people. It must be our number one goal to provide the kind of environment and the kind of influences that encourage all children to become creative, independent, responsible, fully functioning, self-directed adults who can make decisions for themselves. Secondly, as adults we must strive to continue learning and growing in our relationships with others so that we may nurture a peaceful environment and surround the children with understanding, warmth, and giving.

Our values and beliefs about children are deeply rooted in the history of the Y.

We believe All children have the right to feel good about themselves, and it is the responsibility of all teachers to nurture the child's self-esteem

We believe That all our educational and guidance decisions for children must be based on our knowledge of child development.

We believe Each person is a unique individual and has his/her own needs. Each person has a right to meet this need in their own way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of others.

We believe Everyone is entitled to feeling, "good and bad," as well as the trial and error process that goes with feelings. It is important for people to understand these rather than deny them.

We believe In appreciating and supporting the close ties between the child and family and that children are best understood in the context of their family, culture, and society.

We believe Creativity, self-expression, and curiosity are expressions of individuality and should be encouraged to develop in all people.

We believe In helping children and adults achieve their full potential in the contexts of relationships that are based on trust, respect, and positive regard.

We believe Each child and family are due the respect for personal privacy demanded by professional ethics.

PARENT INFORMATION, RIGHTS AND RESPONSIBILITIES

We encourage you to consult with the program staff whenever any concerns arise regarding your child. This will give you and the staff an opportunity to discuss your child's program and progress. The program staff will be sure to bring any special problems or significant developments to the families' attention as soon as they arise.

We encourage families to get involved in their child's learning and development; we also value their input and suggestions. Please be part of the learning process. We believe parents and families are the most significant role models in your child's life.

PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

The Y of Martha's Vineyard Camp Terra Mare Summer Program will protect children from abuse and neglect during program hours. The Y has developed and follows the written procedures for the reporting of any suspected incidents of child abuse and neglect as required by Massachusetts state law. All new staff members must participate in an orientation program that includes the following procedures and policies:

1. All staff members are mandated reporters and shall report suspected child abuse or neglect. The report will be made to the Department of Children and Families (DCF) pursuant to MGL c.119 & 51A.

2. The Director or group leader shall notify the Department of Early Education and care (EEC) immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.
3. The Y Camp Terra Mare Summer Program will cooperate in all investigations of abuse or neglect, including identifying families of children currently or previously enrolled in the program; providing consent for the disclosure to EEC of information, and allowing EEC to disclose information to any person or agency EEC may specify as necessary to the prompt investigation of allegations and protection of children.
4. All Camp Terra Mare staff members must participate in the Prevention of Abuse and Neglect training annually.
5. If a staff person/s is/are involved in a question of abuse they will be removed from working with children until the DCF case is resolved and for such further time as the Department (EEC) requires.
6. Telephone number for the closest DCF office is (508)760-0200.

CLOSING COMMENTS

We would like to thank you for choosing the Y of Martha's Vineyard Camp Terra Mare Summer Program. We look forward to enhancing the lives of children and families by embracing the mission of the Y through the values of caring, honesty, respect, and responsibility. Our family guide has outlined its duties, expectations, and responsibilities, as well as your obligations as parents of an enrolled child. These conditions (as stated in our Parent/Guardian Agreement Form) have been carefully planned to ensure the comfort and protection of your child. You can expect our staff to provide your child with an exciting and rewarding program in which he/she will have the opportunity to make new friends and experience new and exciting activities. We encourage and welcome your comments and suggestions and extend our sincere thanks for your cooperation in these efforts to provide quality programming for your child. Welcome to the Y of Martha's Vineyard Camp Terra Mare Summer Program!

Sincerely,
Kelly McBride
Camp Director