



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



PARENT HANDBOOK

DEAR PARENTS & CAMPERS,

The 2018 Summer Camp staff welcomes you to another wonderful summer at The YMCA of Klamath Falls Day Camp. We are excited to have the opportunity to give your child a great summer experience.

This parent handbook is designed to give you information regarding Super Camp and prepare you and your camper for the Day Camp experience. Please read through the handbook and familiarize yourself with the information. It is a good idea to keep it in a safe place for future reference.

On behalf of the Summer Camp Staff, I would like to thank you for allowing the Klamath Falls YMCA to be a part of your child's summer. We realize you have a choice when it comes to you and your family's recreation and child care needs and we thank you for choosing us!

With the four core values of caring, honesty, respect and responsibility, guiding our mission and our staff, I know we can make a real difference. We put a lot of work into getting camp ready for you and we can't wait to give your child a summer to remember!

Thank you,

"Fancy Nancy"

Nancy Riens

Camp Director

nancy.riens@kfallsymca.org

All of these policies have been carefully written to ensure that each child is safe, healthy and happy in YMCA Summer Camp. We are proud of our high standard of care, our enriching program, our dedicated staff and our attention to each child and family. It is our belief that a physically and emotionally safe environment facilitates a higher degree of learning and fun. If you should have any questions in regard to our policies, feel free to use the contact information found on page 4.

The YMCA of Klamath Falls, USDA, and the State of Oregon are equal opportunity providers and employers

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THE YMCA MISSION

“To put Christian principles into practice through programs that build healthy mind, body and spirit and promote youth development, healthy living and social responsibility.”

THE YMCA OF KLAMATH FALLS CAMP GOALS

Through our Summer Camp program we promote the values of teamwork, caring, and compassion. We aim to inspire, educate, excite, and give each one of our campers a wonderful, safe, summer experience.

STAFFING POLICY

We hire counselors who like and enjoy playing and hanging out with kids! We believe that every child is unique, talented, and special! We have at least one counselor to every 12 campers. All counselors are certified in CPR and First Aid and are also trained in Child Abuse Prevention and Reporting.

CAMP LOCATION

Camp is held at The YMCA of Klamath Falls at Fairview. Camp does go offsite on Tuesday mornings for an optional local field and Thursday mornings for a trip to a local park or an optional non-local field trip.

CONTACT INFORMATION

The YMCA at Fairview: 1017 Donald Street, Klamath Falls, OR 97601/541-887-2512

The YMCA of Klamath Falls 1221 S. Alameda Klamath Falls, OR 97603/541-884-4149

YMCA CEO: Steve Meng/541-205-0904/Steve.Meng@kfallsymca.org

YMCA Camp Directors: Nancy Riens/541-205-4537/nancy.riens@kfallsymca.org
Amber Singh/541-591-1151/amber.singh@kfallsymca.org

FORMS

Registration Form: In order for your child to attend camp, a camp registration form must be completed. Please register for the program in advance. Failure to do so may result in our inability to fulfill requests.

Selection Sheet: Allows you to select the weeks you want your child to attend camp.

Optional Tuesday & Thursday Field Trips: Pre-registration and payment is required. Optional field trips quickly max out, so register early!

Medication Distribution Form: If it is necessary for your child to receive prescription or non-prescription medications during Camp hours or extended hours, complete the top portion of the medication distribution form. Forms must be completed before parents leave on the Monday of camp.

Handbook Receipt: Documentation showing that the parent has received the camp handbook and the child and parent understand The YMCA of Klamath Falls camp policies.

DATES & HOURS OF OPERATION

Camp Weeks:

Week 1: June 18-22
Week 2: June 25-29
Week 3: July 2-6* No camp on July 4th
Week 4: July 9-13
Week 5: July 16-20
Week 6: July 23-27
Week 7: July 30-Aug 3
Week 8: Aug 6-10
Week 9: Aug 13-17
Week 10: Aug 20-24
Week 11: Aug 27-31

Camp Hours:

Drop Off Time: 6:30-9:00 AM
Breakfast: 8:15-8:45 AM
Camp Hours: 9:00-4:00 PM
Lunch: 12:00-12:30 PM
Snack: 3:15-3:30 PM
Pick Up Times: 4:00-6:00 PM

Campers may not be dropped off any earlier than 6:30 AM or picked up later than 6:00 PM. There will be a \$10 per 15 minute charge for campers that are not picked up by 6:00 PM. If there is an emergency and you are unable to pick up your child, please contact the Fairview front desk at 541-887-2512.

CAMP FEES

SUPER CAMP

\$125.00 per week per child for YMCA Members
\$150.00 per week per child for Community Members
\$35.00 per day for Super Camp Daily Rate

Payment cannot be accepted until a completed parent registration packet and all required paperwork are submitted.

Parents may pre-register campers by paying a \$15.00 per week deposit for each week desired. The deposit amount is applied to the weekly price, with the remaining balance for each week due no later than 9:00am on Monday of the week the camper is attending. For campers who have not been pre-registered, payment in full must be paid by Monday of the week they will be attending. All payment arrangements other than those listed here must be made with Camp Business Manager.

NOTE: Third party eligibility and billing arrangements must be confirmed in advance with the Day Camp Director. Parents who receive assistance through Third-Party billing must make arrangements with the Camp Staff. Parents enrolling campers through third party arrangements will be required to pay the required \$15 deposit for each reserved week. Additional financial arrangements will be made on an individual basis.

ALL PAYMENTS ARE NON-REFUNDABLE AND NON-TRANSFERABLE

There is no reduction in fee for days missed. When you enroll your camper, you are reserving time, space, staffing and provisions for your child, whether or not they attend. Registration for camp is on a first-come, first-served basis.

There are optional field trips every week of Super Camp. Fees for the field trips vary depending on the trip. Campers will not be included on the weekly field trip listing until full payment is received for that trip. Payment for each field trip is due no later than 5:00pm on Monday of the week in which the trip occurs.

WELCOME TO ALL!

A limited amount of financial assistance is available through a confidential application process. The necessary form is available at the YMCA and Fairview site front desk. A reduction of fees may be available

to you based on information you supply when requesting financial assistance. The completed financial assistance form must be accompanied by documented proof of income for all members of the household. These documents can include:

- a) your most recent tax return
- b) consecutive pay check stubs for the prior two month period
- c) award letters from government or tribal agencies (i.e., SSI)
- d) child support decrees

Y members who are already receiving financial assistance for their membership are not eligible to apply for child care/camp financial aid. Conversely, those receiving financial aid for child care/camp will not be eligible for financial assistance for Y membership or any other Y program.

All applications for camp financial assistance must be submitted to the YMCA or Fairview Front Desk. Applications can also be emailed to nancy.riens@kfallsymca.org. Review of application will take 7-10 business days.

SIGN IN & OUT

It is required that only authorized persons sign their children in and out of the Summer Day Camp Program each day. In the event that you – the parent/guardian – are unable to bring your child to camp or pick them up from camp, your child will be released ONLY to the individuals that you have designated on the Summer Camp Registration form. If you need to make changes to the list of people authorized to pick up your child, please do so in writing. If there is an emergency, please call one of the camps staff (contact information will be given on the weekly schedule which is distributed each Monday) and we will make special arrangements. The YMCA requires that all children are to be properly signed in by an adult and turned over to a YMCA staff person. This helps ensure the safety of your child. We do require children to be signed out by an authorized adult. Please note: it is our responsibility to see that your child leaves with the appropriate person each day. We will ask for photo identification daily. Please do not be offended. This is done with the child's safety in mind. When filling out your paperwork, make certain that the names of the authorized adults are the same as they appear on their photo IDs. If you are going to be late, please call the YMCA immediately.

The Y will call 911 regarding anyone picking up a child who appears to be under the influence of alcohol or drugs, or otherwise incapable of providing responsible care to the child.

LATE DROP OFF

If your child arrives late for a scheduled activity or field trip, it is the parent's responsibility to sign the child in at the site or the field trip location. There will be no refunds given if a child does not arrive in time to depart on a field trip for which he/she was registered. Please contact camp staff in advance if you will be bringing your child late.

Campers who arrive after the van departure (weekly schedules will be distributed each Monday) will need to be delivered to camp staff at the field trip location. If parents choose not to take their camper to the field trip location, they will need to make other care arrangements for that day.

WEATHER & OUTSIDE ACTIVITIES

Camp is held rain or shine every day. All campers need to be prepared to go outside on a daily basis so they have the opportunity to run, climb, and experience the fun of being a kid. We are aware that in our area, temperatures and weather conditions can vary dramatically on any given day. Because of that, we ask that you send appropriate clothing with your child.

MEALS & SNACKS

We will provide breakfast, lunch and snack at the times listed above (page 5). It is the parent's choice to pack their child's lunch, we just ask that you pack your camper a balanced meal (no soda pop). We will provide a meal menu every week- please take a look at our menu prior to bringing your child in case we are serving something they may be allergic to. If your child is allergic to something on our menu, please pack your child a sack lunch.

SUNSCREEN & INSECT REPELLENT POLCY

Parents are asked to provide sunscreen and insect repellent for their child/ren. Please label each container with the child's name. Counselors will supervise the application of sunscreen to campers twice a day and before any outdoor water activities. Swim shirts are recommended, but not required, to protect against sunburn during water activities. Counselors will supervise the application of insect repellent to campers before all hikes.

PUBLICITY

When registering a child for Summer Day Camp, parent/guardians have the opportunity to decide if the child may be photographed for publicity or news purposes. Y staff adheres strictly to the parent/guardian's wishes in this matter.

CAMP T-SHIRTS

Camp T-shirts are provided for campers when they travel off-site only. Campers wear the shirts for the duration of the field trip and return them to their counselor upon their return from the trip. There is no cost to the parent for the shirts as they are the property of the YMCA and are washed after each use.

DISCIPLINE & BEHAVIOR EXPECTATIONS

It is the Y'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 (Caring, Respect, Responsibility, and Honesty) and to interact appropriately in a group setting. In extreme cases, campers who cannot act within camp rules or who adversely affect the safety or experience of other campers will be dismissed with a refund.

Discipline Procedures

If the camper displays disrespectful, negative, untruthful, or irresponsible behaviors, the counselor/camp staff will make the camper aware that they are behaving inappropriately. If the behaviors continue, the counselor/camp staff will have the camper sit out of the game or activity for a few minutes.

If inappropriate behavior persists, the Camp Director/Coordinators may call the camper's parent/guardian to come pick up the camper for the day.

The following behaviors are not acceptable under any circumstances and will result in a parent/camp staff meeting to determine the best course of action.

- Causing harm (physical or emotional) to another camper, camp staff member, Y member, or volunteer staff
- Putting another camper, camp staff member, Y member, or volunteer staff in danger
- Stealing or damaging Y or personal property
- Attempts to leave the day camp program or Y grounds without permission
- Discriminating against another camper, camp staff member, Y member, or volunteer staff
- Using profanity, vulgarity, or obscene language/gestures

FIELD TRIP POLICY

The behavior guidelines that are in place at camp are also in place during field trips. All children who participate in field trips must be on their best behavior and, if they cannot maintain appropriate behavior, they will not be allowed to take part in field trips. If, at any time, the Director/Coordinators are called to pick up a child, or if there is a call to come talk to a child, that child will be excused from all field trips pending a meeting with the Day Camp Directors/Coordinators, the child's parents, and in some cases, the child's camp counselor. The meeting will provide clarification of the behavior and expectations of that child for future field trips.

All campers and their parent/guardians must have a signed copy of the Acknowledgement of Parent Handbook Receipt on file. Parents will have access to a detailed itinerary for each field trip.

NOTE: There are times when scheduled field trips may have to be altered or cancelled due to circumstances beyond our control, such as weather conditions, safety reasons, or other unforeseen factors. Every effort will be made to provide field trips as scheduled; however should changes occur, parents will be notified as far in advance as possible.

For campers who do not go on the optional field trips, there will be a full program of themed crafts and activities as usual.

TRANSPORTATION

When being transported for field trips and activities as part of the Summer Day Camp Program, children are required to wear seat belts. It is the Y's responsibility to transport these children safely and to comply with Motor Vehicle Laws. Y transportation staff members have all undergone training in van transportation and driving, and safety is our prime concern.

MEDICATION

If it is necessary for your child to receive prescription or non-prescription medications during Camp hours or extended hours, the following procedures will be followed:

- 1) Parent must complete and sign the Parent Release for Medication Distribution form. No medication of any kind can be dispensed to the child by camp staff if this form is not on file.
- 2) Medications must be delivered by the parent and cannot be brought to camp by the child. No medications of any kind can be stored in the child's backpack or bag.
- 3) The prescription label or doctor's statement must include the date, name of medication, name of child, name of doctor, dosage and times of administration. These must be clearly written.
- 4) Staff will store medication in a closed, locked container and will document when it is administered.

HEALTH AT CAMP

Parents must notify Camp Staff immediately if their child is exposed to any communicable disease. Sick children cannot be accepted or remain in care. Campers exhibiting any of the following symptoms cannot remain at camp.

- Elevated temperature
- Diarrhea or vomiting
- Undiagnosed rash
- Sore or discharging eyes or ears
- Profuse nasal discharge
- Diagnosed contagious diseases such as strep throat, chicken pox, etc.

If a child arrives at the campsite ill, or becomes ill at camp, the parent or another authorized individual will be notified immediately to pick up the child within one hour.

Children unable to remain at camp for health reasons will be monitored and isolated, with supervision, as necessary until designated pickup arrives.

In order for our staff to better serve your child, it is imperative that parents inform staff of any allergies that their child may have, for example – food, medication, or other substances.

ACCIDENTS & EMERGENCIES

YMCA staff is First Aid and CPR certified and has been trained in emergency procedures. You or your emergency contact person will be notified of minor accidents or injuries. When there is no question that your child must be taken to the doctor or medical facility, we will call you to inform you of our course of action as soon as possible. IT IS VITAL THAT YOU KEEP OUR STAFF INFORMED OF ANY CHANGE IN THE CONTACT PHONE NUMBERS YOU HAVE PROVIDED ON YOUR CHILD'S REGISTRATION FORM.

MEDICAL & DENTAL INSURANCE

Medical, dental and accident insurance are the responsibility of each participant and their parent or guardian. The YMCA of Klamath Falls does not provide coverage. Parents assume all risks of physical injury normally inherent to activities.

PERSONAL BELONGINGS

It is the intent of the Y to make children as responsible for their belongings as possible. We believe that a child learning to care for his/her own belongings is an important life skill that we want to foster. You can help by labeling all of your child's belongings for easy identification.

DRESS CODE

If clothing is disruptive to the camp environment, campers may be asked to change. We require midriffs to be covered and undergarments not be exposed. Dresses, skirts, dress slacks, and dress shoes (including any high heels) and flip-flops are not appropriate camp wear and will prevent your child from fully participating in camp activities. No clothing or t-shirts are allowed that send violent, gang, or inappropriate messages. This is enforced at the discretion of the Camp Staff. Parents: In order for campers to fully participate in camp activities, please send them in clothing and footwear designed for movement and play.

LOST & FOUND

There will be a lost and found location at Fairview. Please check for lost items daily, as we donate the unclaimed items to a local charitable organization after two (2) weeks. The YMCA is not responsible for any items that are lost or stolen and under no circumstance will reimburse for lost items. Staff will hold items until the child is picked up.

PARENT INVOLVEMENT

Parents are welcomed and encouraged to volunteer to serve as helpers or chaperones during Summer Camp! Criminal background checks must be performed for volunteering parents, so if you plan to participate in that way, please contact the Camp Director/Coordinator as soon as possible to initiate the background check.

Parents/Volunteers who wish to assist with any off-site field trips must drive their own vehicle to the field trip destination and may not transport day campers in their vehicle as all campers on the trip must travel

on Y vans. Children who are not registered in Camp may not accompany the parent/volunteer on any field trip.

EVERYONE IS WELCOME AT CAMP

The YMCA of Klamath Falls Summer Camp Program is open to all. We welcome all people regardless of ability, age, background, ethnicity/race, faith, gender, gender identity or sexual orientation. At the YMCA we believe that, in a diverse world, we are stronger when we are inclusive, when our doors are open to all and when everyone has the opportunity to learn, grow and thrive. We recognize our commitment in support of the rights of all individuals can cause some to feel uncomfortable. We will do our best to support each of our members and program participants while maintaining an environment that reflects the inclusive values we share.

If you or your child would like to speak with our camp directors in advance to discuss any concerns or questions to help you or us best help your camper have a great week at camp, please feel free to contact Amber Singh at 541-887-2512 or Nancy Riens at 541-205-4537.

WHAT TO BRING TO CAMP

- Backpack
- Jacket/Sweatshirt
- Sunscreen
- Swim Suit & Towel
- Close-toed Shoes
- Water Bottle
- Active Wear

What to leave at home: Expensive clothes, clothing with inappropriate phrases, pictures, or connotations or clothing that is too revealing, Weapons or anything that can be construed as a weapon, including propellant toys, Cell phones, I-pods, CD players, Game Boys or other video toys, Pets of any kind, Money – unless specified in weekly schedule.