

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

# **YMCA CAMP STOUGHTON PARENT HANDBOOK Summer 2011**



**Old Colony YMCA  
Stoughton Branch  
445 Central Street  
Stoughton, MA 02072  
781-341-2016  
[www.oldcolonyymca.org](http://www.oldcolonyymca.org)**

**WELCOME!**

Welcome to Stoughton Camp at the Striar YMCA - Stoughton Branch of the Old Colony YMCA! We are delighted to offer a summer of fun, friendships, exploration and discovery for children and teens. This handbook is designed to present our policies and procedures. Checklist, phone numbers and transportation information is also included. Please call the Striar YMCA if you have any questions or concerns. The summer camp staff and I look forward to meeting you and your family.

Michelle Jackson - Camp Director

**MISSION**

The Old Colony YMCA is a charitable, non-profit Association committed to the development of strong spirit, mind, and body, guided by Judeo-Christian principles, to enrich the quality of life for everyone in our communities.

**BELIEF STATEMENT**

We believe that our Mission is to assist all people to develop to their fullest potential and to respond to ever-changing community needs with a focus on youth development, healthy living, and social responsibility.

**CAMP CONTACT INFORMATION**

**For emergencies or reporting absences :**

**Camp Cell Phone .....781-341-2016 x216**

**Camp Nurse Cell Phone.....781-341-2016 x217**

\*All calls to the above extensions will be automatically forwarded to cell phones carried by camp staff

General Information: Striar YMCA Welcome Center, 781-341-2016 press 0

Camp Administrative Assistant -Melissa Feist, mfeist@oldcolonymca.org, 781-341-2016 x278

Camp Director - Michelle Jackson, mjackson@oldcolonymca.org, 781-341-2016 x290

Camp Assistant Director - Joe Leaver, jleaver@oldcolonymca.org, 781-341-2016 x283

Camp Program Director - Danielle Kucinski, dkuckinski@oldcolonymca.org, 781-341-2016 x289

Please note: During the camp day, camp Leadership staff are not always available to take your call; however, there is always a member of the YMCA staff available to answer or refer your call to the appropriate staff person. All calls will be answered in a timely manner.

**IMPORTANT DATES TO REMEMBER**

Session 1: June 27 - July 8.....Family Night: Thursday July 7th

Session 2: July 11 - July 22.....Family Night: Thursday July 21st  
Overnight: Thursday July 21st

Session 3: July 25 - Aug 5.....Family Night: Thursday August 4th

Session 4: Aug 8 - Aug 19.....Family Night: Thursday August 18th  
Overnight: Thursday August 18th

**YOU ARE WELCOME TO VISIT OUR CAMP**

Parents/guardians are welcome at Camp Stoughton. You may stop by any time during the camp day and sign for a guest pass at the camp office. You must wear the pass at all times when on the campgrounds. If you do not have a pass, staff will ask you to go to the camp office.

Parents have the right to review background check, health care, and discipline policies as well as grievance procedures upon request of camp leadership staff.

## **ATTENDANCE POLICIES**

- Attendance is taken at the beginning and end of each day.
- If your child plans to miss a day, please inform the Camp Cell Phone at 781-341-2016 x216 or send a note to your child's counselor.
- We will attempt to verify all absences via phone call to parent/guardian if the absence is not brought to our attention by parents prior to the start of the camp day.

## **EARLY DISMISSAL**

- No child may leave the camp grounds for early dismissal without his/her parent or guardian signing him/her out at the camp office.
- If a child is to be released early, we must be informed that day by a note or phone call. The parent or designated person with proper identification (photo id. and camp authorization card) must sign the child out at the camp office. Please note: Early dismissals must take place before 3pm. Due to the protocols for our camp dismissal procedures for the entire camp, no camper will be dismissed through the camp office between 3pm and 4pm.

## **CAMP ARRIVAL INFO**

- **AM Early Care 7:00 - 9:00am:** Park in the Y parking lot. Please sign your child in with a counselor at the camp entrance. Every child must be signed in. Please do not leave your child at the Y prior to 7:00 a.m.
- **Traditional Camp: 8:50 - 9:00 a.m.** Park in the Y parking lot and escort your child to the camp entrance for check in with his/her counselor.
- **Small Fry: 8:50 - 9:00am** Park in the Y parking lot and escort your child to the small fry room in the Y
- **Bus:** Please arrive at the bus stop a few minutes prior to your buses scheduled departure. Buses will arrive at camp at 9am and all campers will be escorted to their groups to be checked in.
- **Late drop offs:** All late drop offs should report to the camp office to be checked in.

## **CAMP DEPARTURE INFO**

- **For all camp pick ups the presentation of the Release Authorization Card and a picture I.D. are necessary to maintain the highest of safety standards.**
- **Small Fry Pick Up 12:00pm** Park in the Y parking lot and proceed inside to sign out in the small fry room.
- **Small Fry Lunch Bunch Pick up 1pm** . Park in the Y parking lot and proceed to the camp office.
- **Traditional Camp Pick Up 4:00pm:** For your convenience and to avoid parking lot congestion, we utilize a drive through pick up at 4pm. Enter the Y and follow signs or staff traffic attendants for camp pick up. A counselor will collect your pick-up card and ID and will deliver your child to your car.
- **Extended Care Pick Up 4:10 - 6:00pm** Park in the Y parking lot. You or a designated person with an authorization card must sign your child out with the Counselor on duty.
- **Bus Pick up:** A parent or guardian must be present at the bus stop with release card and ID.
- A waiver must be signed to allow your child to walk or bike home from camp or from the bus stop

\*Any changes to drop off and pick up locations will be posted at the camp entrance and in the lobby

## **TUITION REFUND POLICY**

- \$75 registration fee per child, per session is non-refundable
- Tuition refund will be awarded for medical reasons (doctors note required) or relocation of family.
- A formal request for refund must be made in writing

## **CHANGING OR ADDING A SESSION**

If you wish to switch sessions or add a session for your child, please contact Camp Administrative Assistant - Melissa Feist, mfeist@oldcolonyymca.org, 781-341-2016 x278

## **ANSWERS TO COMMONLY ASKED QUESTIONS**

The head counselor in each group is either a high school student (17 years+) or a college student. Staff Ratios — Middle & Upper Camp: 10:1, Small Fry and Lower Camp: 5:1. Group size may vary depending on age and enrollment, normally between 10 -20 campers, however depending on the activity, groups of the same age may travel together. Every child takes part in a YMCA Swim Lesson class. Lessons are 3 days a week with open swim the other 2 days of the week. L.I.T's & C.I.T's do not have instructional swim. Lunch is not provided. However, upon request to the camp staff, milk is available. We cannot refrigerate your child's lunch, please pack your lunch in a cooler. All lunches will be stored in the shade or brought into the building in the case of extreme heat.

## **YOUTH CONTRACT AND BEHAVIOR POLICY**

Please review with your child the following values pledge, anti-bullying pledge and behavior policy. Please understand and explain to your child that by not following this contract, he/she can be given a written behavioral incident report and/or suspension from the program.

### **Values Pledge:**

- I promise to be respectful of other people's feelings, property and body.
- I promise to be responsible for my everyday duties, the things I use and the areas I use.
- I promise to be honest when I make mistakes and honest when I have not done what I was responsible for.
- I promise to be respectful of the YMCA and the Afterschool program rules.
- I promise to be an all around caring person to those who participate in the YMCA Program and the people in the YMCA building.

### **Anti- Bullying Pledge:**

- We are all friends at the Y
- We will not bully others
- We will help others who are being bullied by speaking out and by getting adult help
- We will use extra effort to include all others in activities
- We will display the core values of Caring, Honesty, Respect and Responsibility

### **Behavior Policy**

#### Steps in Modifying Behavior

1. Children are reminded of the expectations.
2. Transition time and redirection are used.
3. If the unacceptable behavior continues, the problem is discussed with the child, who is encouraged to offer solutions.
4. A short "time out" (no longer than 1 minute per year of age), away from the activity may be implemented. During this time, staff will talk with child and when ready, may return to activity.
5. If the unacceptable behavior continues, staff will write a Behavioral Incident Report, which will be shared with and signed by the parents/guardian. If needed, a parent conference will be requested. At that time parents and staff will discuss behavior management options.
6. Three write-ups will result in a one day immediate suspension.
7. Prior to the child returning to the program a meeting will be set up with the parents and child to discuss a behavior management plan, as well as referrals for evaluation, diagnostic or therapeutic services.
8. **If a child's behavior at any time injures or places another child or/and staff member at risk, immediate suspension and/or termination will result and a Parent Conference will be required. Continued enrollment in the program will be at the discretion of the YMCA Directors.**

### **PHOTO NOTICE**

The following photo release is contained in the camp application you have filled out for your camper(s).

- "It is understood and agreed that the Old Colony Y reserves the right to take and utilize pictures, likenesses, videos, and testimonials of participants for promotional purposes including, but not limited to, reports, publications, brochures, emails, our website and other instances of online presence."

If for any reason you do not want your child photographed please be sure that you have checked off

"I do not grant permission" on the application. If you think you need to change your release, please call or email Camp Administrative Assistant, Melissa Feist, mfeist@oldcolonyymca.org, 781-341-2016 x278

### **OFF HOURS CONTACT BETWEEN STAFF & CAMPERS**

The YMCA PROHIBITS staff members from caring for, providing instruction to, or engaging in a social relationship outside of approved YMCA activities with children (other than family) who participate in YMCA programs or class activities. This policy is designed for the protection of all involved - children, staff members, parents and YMCA. If you have further questions, please do not hesitate to talk to a camp leadership staff.

## **IMPORTANT REMINDERS**

Up to date physical and immunization reports must be on file BEFORE the child attends his/her first day of camp!

## **WHAT TO BRING**

All children should wear or bring the following:

- Comfortable, light weight clothing that can get dirty
- Sneakers (flip flops, crocs etc can be worn only at the pool)
- Sunblock and Bugspray
- Water bottle, snacks and lunch
- Backpack/gym bag
- Bathing Suit and Large Towel
  - \*Depending on your child's group swim time, you may or may not choose to send your child in his/her bathing suit
  - \*Older campers (age 7 and up) may have a second swim (indoors) some days. They may choose to pack an extra bathing suit
- Extra change of clothes (recommended for younger campers)
- Clothes for all weather

## **WHAT NOT TO BRING**

The following items are not allowed at camp:

- Electronics—cell phones, cameras, Nintendo DS, ipods and other electronics
- Toys—beyblades, pokemon cards, action figures, squirt guns, water ballons, etc
- Items without camper's name on it. Everything your camper brings to camp should be marked with their name
- Open Toed Shoes— Flip Flops, Sandles, Crocs, Etc

## **PERSONAL POSSESSIONS**

Children's name **MUST APPEAR ON ALL ARTICLES** including clothing, bathing suits, swim goggles, towels, etc. Every item that comes to Camp should be well marked and will help us assist us in returning misplaced items. Stoughton Camp is not responsible for lost or stolen items.

## **LOST & FOUND NOTICE**

All lost & found items can be claimed up until the last day of camp. You can pick up your items at the lost and found located at the camp entrance. Reminder: Campers need to leave their personal belongings at home. They are not permitted at camp.

## **MEDICAL CONCERNS**

Medications must be sent in their original prescription containers. Please hand the medication, with medication administration form to the nurse, at check in, on the child's first day of camp. If your child uses our transportation, please hand the medication, with the written consent form, to the bus monitor for delivery to the camp nurse. . Children are never allowed to keep any prescriptions or over-the-counter medication in their possession. We do recognize that inhalers and epi-pens may need to travel around camp with the camper. If this is the case, our nurse will work with parents on determining the best plan for storage/travel of the medication. Please feel free to contact our nurse with your concerns.

Attached to this handbook you will find the medication administration form.

## **RAINY DAYS & EXTREME HEAT**

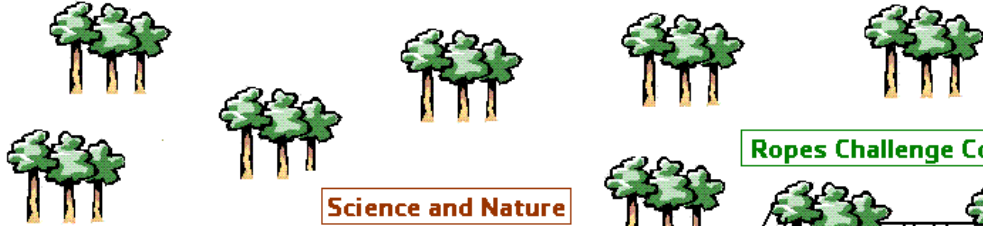
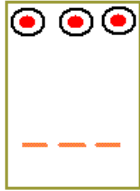
In the case of thunder, lightning and torrential downpours, all campers are brought inside. In the case of light rain we try to continue all activities outdoors utilizing the pavilion and tent areas, however ropes course, archery and other activities may be closed and campers moved to alternate activities/locations. In the case of extreme heat, we utilize all shaded areas, implement extra swim/water activities and we utilize rooms indoors to move some activities (especially sports) inside. We do request that you prepare your camper with clothes/gear for all weather. Camp leadership staff will make decisions during inclement weather to ensure safety for all campers.



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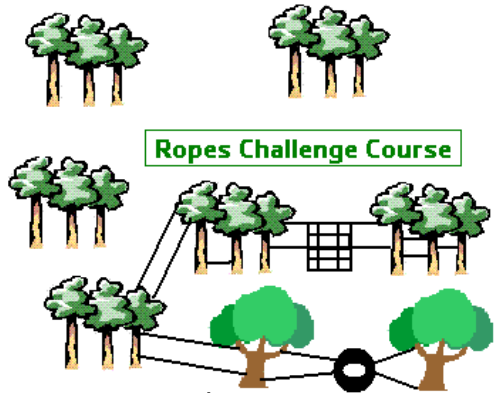
### YMCA CAMP STOUGHTON MAP

Archery Range



Science and Nature

Ropes Challenge Course



Volleyball & Gaga Courts



Picnic Grove



Sports Field



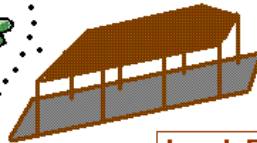
Camp Office



Arts and Crafts



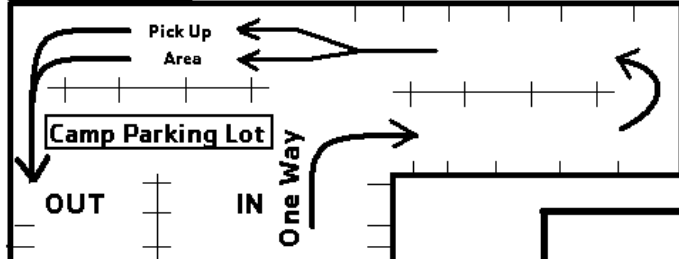
Camp Entrance



BBall Court

Lunch Pavilion

Swimming Pool and Splash Park



YMCA CENTER