



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Registration Dates

Fulton Family YMCA Members: March 7, 2019

Non Members: March 15, 2019

2019 SUMMER DAY CAMP SESSIONS July 1 - August 28, 2019

Session 1	Space Explorers	July 1 - July 5 (no camp 7/4)
Session 2	Family & Friends	July 8 - July 12
Session 3	Unplugged! **Thunder Island	July 15 - July 19 July 17
Session 4	Monster Mash	July 22 - July 26
Session 5	Craft & Create **Northwest YMCA Field Trip	July 29 - August 2 July 31
Session 6	Storytellers	August 5 - August 9
Session 7	Mystery Madness	August 12 - August 16
Session 8	Counselors vs. Campers **Field Trip - Fair Haven camps 3 & 4	August 19 - August 23 August 21
Session 9	Wrap up!	August 21 August 26 - August 28

** Field trip dates are subject to change based on availability.

**Field trips are an additional cost.

Please send the following with your child each day:

- *Lunch - Labeled
- *Afternoon snack and drink
- *Bathing suit and towels - Labeled
- *A water bottle with child's name
- *A bag/backpack to hold your child's belongings
- *All items must be labeled with your child's first and last name
- *Sneakers and Socks on Thursdays for bowling
- *Sunscreen/Insect repellent (labeled)

Please leave the following at home:

- *Toys / Stuffed animals
 - *Electronics
 - *Sports Equipment
 - *Money
 - *Valuables
- Items brought from home will be collected and held at the front desk until parent pick up.

**We will be running a Girls Rock Program for girls ages 8-13, camp participants are invited. More information to come!

YMCA Mission

The mission of the Fulton Family YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Summer Y Camp

At the Y strengthening community is our cause. We believe every kid deserves the opportunity to learn, grow and thrive! Our camp is for kids who are as young as ages 3 (half days) up to completion of the 7th grade. Our goal at the Summer Y Camp is to offer a fun, exciting, and safe environment for all who attend our indoor/outdoor day camp program. Your child will be able to express his/her creativity through various activities, learn sportsmanship, build self-esteem, and develop friendships with other children as well as with the camp staff.

Program Description

A typical day of camp will include many activities such as games, arts & crafts, swimming, science, music and outdoor fun! Group activities will also include character education, teambuilding activities, and new games. ALL Campers will swim in the morning or afternoon everyday.

Pool Time: Swim time is scheduled for morning and afternoon. It is strongly recommended that each child attends swim time. Due to staff/camper ratio, all counselors are needed on deck during swim time. If your child is unprepared for swim time, they will be sitting on the bench observing their peers.

Fulton Y Camp Hours

The Fulton Family Y Camp will operate Monday through Friday from 9:00 AM to 4:00 PM. Extended hours are available for an additional fee. Extended hours are 7:00 AM to 9:00 AM and 4:00 PM to 6:00 PM. You must register the days and week you plan on using in advance in order to ensure proper staffing requirements.

Please indicate on your registration form if your child will be attending extended hours. Pre-registration is required to ensure proper staff coverage for extended hours. Three year olds are half day, 9:00AM to 12:30PM only (will include lunch).

PLEASE NOTE:

- Do not drop off your child before 7AM.
- Extended hours are until 6PM. If you do not pick up your child by closing, the counselor(s) will attempt to call you or the emergency numbers listed on your registration form. If no one is reached by 6:30 PM, the Child Care Director or team leader will be notified and will stay with your child at the program location. If no one has picked up your child by 7:00 PM, the Police will be notified.
- There will be a \$1.00 fee per child for every minute you are late in picking up your child(ren). An invoice will be sent out reflecting the late pick up balance owed.
- If an emergency will prevent you from picking up your child before 6pm, please call the Fulton Family Y to let us know. Also inform the staff if anyone new will be picking up your child(ren) on your behalf. Anyone picking up your children will be asked for ID. **All campers must be escorted by an authorized adult, age 18 or older, to and from the program.** The sign in/sign out sheet must be signed daily & include the time of arrival/departure.
- Only those listed on the registration form as a pick up contact will be able to sign your camper out, no exceptions.

Contact Information

Lynnet Lamb

Child Care Director

315-598-9622

llamb@fultonfamilyymca.org

Staff

Our Camp Counselors are enthusiastic individuals who are committed to providing a safe, diverse, and fun program for all campers. We screen, interview, and select all camp staff based on their ability to work effectively with children. Before camp all staff undergo training that includes the following: camp policies & procedures, emergency & safety regulations, child abuse prevention, behavior modification, creative age-appropriate programming, staff leadership, first aid, and CPR. We maintain a 1:12 staff to camper ratio.

Character Education

Character education is at the heart of what we do and has been part of the YMCA for over 150 years. We plan to provide the best program possible...which means more than just activities. Like all YMCA youth programming, activities at the Fulton Family Y Camp promote the four core values of Caring, Honesty, Respect, and Responsibility.

Registration

The Fulton Family Y Camp requires you to register for each session week that you will be using the camp. Registration forms need to be completed thoroughly and are kept on file at the YMCA. Throughout the summer if you wish to register for additional sessions please contact the Child Care Director for availability and then submit a written request for a schedule change. Space is limited. Registration forms are available online. **A non-refundable deposit of \$10 per session is required at the time of registration. In addition this deposit is non-transferable after May 25th. A two week written notice is required to cancel or you will be responsible to pay in full - regardless of attendance.**

Health Policy

The Fulton Family Y Camp shall accept all children able to participate within the regular activities and guidelines as part of a group with a ratio of 12 children to 1 staff. All campers must be capable of independent toileting on a consistent basis. The Fulton Family YMCA is not able to provide 1:1 supervision of any child. If your child requires this service, it will be the parent's responsibility to inform the Child Care Director and the parent's responsibility to set up that service with an outside agency approved by the Child Care Director prior to the start of camp. The YMCA complies with applicable federal and state disability discrimination laws and will consider reasonable accommodations to its policies to allow disabled children to enjoy equal benefits of this program. Registrations for the Fulton Family Y Camp ask general questions of all parents in order to assess the YMCA's ability to meet the needs of a child. If a parent/guardian has indicated that a child may require additional support, the YMCA will set up a meeting with the parent/guardian and child to develop an Individual Health Care Plan prior to the completion of the enrollment process. This meeting will be used to verify that the YMCA expects to be able to meet the needs of the child without fundamental alteration or undue hardship to the program. The Individual Health Care Plan will be kept on file with the Child Care Director.

This change must be verified and agreed upon by both guardians listed on the registration form. If someone not indicated on your child's pick up list will be picking up your child the parent or caregiver is required to give their authorization to the Child Care Director. **All authorized pick up people must be at least 18 years old.** At pick up time we ask all parents to please wait in the front lobby while a staff member escorts your child to you. For safety reasons we do not allow parents to walk down the hall to pick up their child(ren).

Attendance

Attendance will be taken daily by 9:15am after the children are separated into their age groups. If your child will be absent from camp, please notify the Child Care Director. When your child is picked up, the camp counselor will document the time to confirm pick up time.

PLEASE NOTE: If your child does not attend camp on a day they are registered for there will not be a refund/credit for that day.

Illness

Please keep your child at home if s/he has a communicable illness, fever, cold or virus. This protects your child and the health of other children in the camp program.

If your child becomes ill during camp, you will be notified and asked to make arrangements for the pick-up of your child. If we cannot reach you, we will attempt to reach those listed on your child's emergency contact list.

If your child should contract a communicable illness such as chicken pox, pink eye, or lice we ask that you contact the Child Care Director immediately. A doctor's written consent must be given to the Camp Director before your child will be allowed to return to camp. Please note: If your child comes to camp with a contagious illness, you will be required to come and pick up your child immediately. Weekly hair checks will be performed as we have a no nit policy. Children must be completely nit and egg free before returning to camp.

Injury

Counselors will administer basic first aid if your child has a minor injury. Upon pick-up the parent or caregiver will be notified of these minor injuries and will be requested to sign an accident report. You will be notified immediately if your child becomes seriously injured during camp. If no one can be reached, we may call an ambulance or paramedic and have your child taken to the emergency care location indicated on the Parent Authorization Form. The Child Care Director or another YMCA Director will accompany the child in the absence of an authorized adult.

Field Trips

Campers may have the opportunity to go on field trips during some sessions of the summer. We will be walking to Lakeview Lanes bowling alley on a weekly basis. The field trips will require a bus ride. You will be informed on Monday if any field trips are planned for the week. At this time, the camp staff will also let you know what the additional fees are as well as when they are due. A tie-dye T-shirt must be worn on all field trips.

For the safety & organization of camp, please do not pick your children up early on a field trip day. **Due to busing regulations, three year olds can not attend the field trips.**

If the child has an IEP in place during the school year a copy of the IEP must be submitted to the Child Care Director at time of registration. This will help staff transition the child safely and effectively into the camp program. Every child shall be included in all activities and lesson plans shall allow for adaptation of activities based on a child's limitations. Such limitations may include, but are not limited to, the following: dietary restrictions, autism, physical restriction/deformities, emotional/behavioral disorders, ADD/ADHD, mental retardation, and Down's Syndrome.

The registration forms include health and medical history, parental authorization (for emergency, physical examinations, hospitalization and fieldtrips) and immunization records, which are all mandated by the NYS Health Department. Parents must provide proof of immunizations by attaching a copy of immunization records with the registration form. Immunization records are due at the time of registration. Your child can NOT attend camp without them. **Registrations will not be accepted without immunization records and there will be no exceptions.**

The Fulton Family Y camp is Oswego County Health Department certified and is subject to on-site inspections twice during the summer. Inspection reports are on file at the Health Department, 70 Bunner Street, Oswego, New York 13126.

Payment Procedures

Payment for Y camp is required on the Monday of the session week. A \$10.00 late fee will be added if payment is not received on time. If you incur additional fees they must be paid by Friday. In order to attend another Y Camp week, you must be current with your payments.

A \$30 non-refundable registration fee per child applies to all registrations and is due at the time of registration. This fee is waived if you have a Fulton YMCA family membership.

*You may not register your child if you have an outstanding balance on any other Y programs.

*Fulton Family YMCA family members receive one week of camp at 50% off for one child.

*For your convenience a debit/credit card can be added to your account for an automatic payment.

*Camp weeks are not pro-rated. If your child is unable to attend, you must provide a two weeks notice or you will be charged for the registered weeks.

Policies & Procedures

Only the adults on your child's pick-up list will be allowed to pick up your child from the Y Camp. Everyone who picks up a child is required to provide photo I.D.

The Fulton Family YMCA staff have been instructed to ask for a picture I.D. any time they do not know the person picking up a child, even if their name is on the child's pick-up list. Please inform all authorized emergency contacts of this policy. You may change the authorized people on your child's pick up list at any time by notifying the Camp Director.

Court orders must be provided to the Child Care Director with the campers registration form to legally prevent a parent that is listed on the registration form from having access to and/or picking up a child.

Medication Policy

No prescription or over-the-counter medications will be administered by the Fulton Family YMCA Camp Program. The only exceptions are epi-pens or inhalers, which must be self-administered and an original doctor's written order must be on file at the YMCA prior to the start of your child attending camp. All medicines must be labeled with the child's full name and name of medicine. Sunscreen and insect repellent are considered a medication and must have a signed permission slip on file.

Clothing

All campers should wear sneakers and comfortable casual play clothes. **Sandals, flip flops, and crocs**, are not appropriate footwear for playing outdoors or in the gym. Please label all belongings & clothing with your child's first and last name in order to enable us to promptly return lost items.

Food

Children will have access to a free breakfast and lunch through the OCO Summer Food Program. A calendar listing of the meals will be at the front desk. If your child does not care for the lunch provided, please send in a nutritional lunch in a labeled lunch box or bag. Please pack an afternoon snack and drink. Please provide a water bottle every day to help your child stay hydrated.

Rules & Expectations

These are to be followed by the camp participants to ensure the safety and continuing success of the program. Staff will review the rules with their campers every Monday morning.

All program participants will respect adults and the rights of other children by:

- Listening to and following directions
- Remaining on task and not disrupting the progress of others
- Speaking to others in a polite manner without swearing, hurtful comments, or obscene gestures
- Showing respect to staff and other program participants
- Refraining from all prejudice/racist speech, writing, actions, etc.
- Respecting YMCA property and the belongings of others
- Never leaving the program without a staff person
- Keeping bodily fluids contained (e.g. no spitting, urinating, etc.)
- Not pushing or touching others in an inappropriate manner
- Keeping hands and feet to oneself
- Following any other rules outlined by staff within the program

Discipline

When behavior expectations are not met, the YMCA will follow a progressive discipline policy. The following behaviors are considered inappropriate and subject to disciplinary action:

1. **Disorderly Conduct** – Any physical aggression or obscene language, destruction of property, and/or any willful and unsanctioned act which disrupts the normal operation of the YMCA Camp program
2. **Insubordinate Behavior** – Failure to comply with any program rule, regulation, policy or instruction given by YMCA staff.
3. **Reckless Endangerment** – Any action which threatens or endangers the health, welfare, or safety of another or one's own self.
4. **Endangering Safety, Morals, Health, or Welfare of Others** – Selling, using or possessing controlled substances, weapons, fireworks, obscene or dangerous materials; theft; harassment of other children or YMCA staff.

When these types of incidents occur, emphasis will be on problem solving and helping the child make better future decisions. Staff will begin by acting as positive role models and reinforcing positive behaviors. Continued disregard for program rules will result in corrective feedback including but not limited to: reminders, warnings, time out within the program space, parent notification and a discipline report. If misconduct continues or becomes severe the staff will contact the Child Care Director. Depending on the severity of the incident and/or a child's ability to calm down & successfully return to program activities, the parent may be contacted to come pick the child up immediately.

PLEASE NOTE: If your child receives a discipline report, s/he could be suspended/dismitted from the program for 1 week or the remainder of the program depending on the severity of the incident. Any physical aggression directed toward another child or a staff member may result in the child's immediate dismissal from the program. If your child receives three discipline reports, s/he may be dismissed from the program without a refund for unused days.

Dismissal from the Program

The following may result in the child's immediate dismissal from the program:

- Prejudiced or racist speech, writing, actions, etc.
- Possession of a weapon
- Any physical aggression directed toward another child or a staff member

Parent Conduct Policy:

Any parent/guardian exhibiting misconduct towards or in the presence of staff and/or program participants (e.g. threats, harassment, or pick-up violations) may be required to make arrangements for a different authorized person to drop off/pick-up the child. If the situation is severe or the behavior continues, it may lead to the dismissal of your child from the program.

We hope that this handbook is helpful. Please feel free to contact the Child Care Director, Lynnet Lamb at the Fulton Family YMCA with any additional questions or concerns.