



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK

YMCA CAPE COD

YMCACAPECOD.ORG

SUMMER 2020

508—362—6500

CAMP LYNDON



CAMP WEST BARNSTABLE



CAMP FALMOUTH



CAMP HARWICH



HOURS OF OPERATION

Camp Lyndon: 9:00 AM to 4:00 PM Monday – Friday

Camp West Barnstable: 9:00 AM to 4:00 PM Monday – Friday

Camp Harwich: 9:00 AM to 4:00 PM Monday – Friday

Falmouth Camp: 7:00 AM to 5:30 PM Monday – Friday

EXTENDED CARE PROGRAM (A.M and P.M)*

This program is offered from 7:30AM to 9:00AM and 4:00PM – 5:30PM. The Extended Care fee must be paid at the time of enrollment prior to the child's attendance. Fees can be found in your Summer Camp Brochure. Your child must be enrolled and paid in full to take advantage of this service. Children can not be dropped off before 7:30AM and must be picked up no later than 5:30PM. **Any child picked up after 5:30 PM will be charged \$1.00 per minute. See LATE PICK UPS on page 3 for more details.**

*** Extended Care is not offered at Camp Falmouth**

INFORMATION SESSIONS & TOURS

The YMCA Camp Staff are proud of their programs and enjoy giving tours. If you would like a tour, please contact the Y to schedule one at 508-362-6500 Ext. 201.

PARENT COMMUNICATION

The YMCA Cape Cod strives to provide your camper with a safe, enriching experience. Should you feel we are not meeting this obligation, please notify your Camp Director as soon as possible. At any time a parent/guardian may request a meeting with the Camp Director to discuss matters regarding their camper. Unit Directors & Group Leaders may not have a meeting with a guardian without prior approval from the Camp Director. For further assistance call 508-362-6500 ext. 201.

RAINY DAY/SEVERE WEATHER INFORMATION

Camp runs in all weather. The YMCA will take appropriate safety precautions during inclement weather. Children/staff will be required to remain indoors when thunder and/or lightning are present. For more information, please see the section "What To Bring To Camp" on page 3.

CHECK IN/CHECK OUT PROCEDURE

Our staff focuses on the safety and security of your camper by employing an extensive check-in and check-out process of all campers who use camp-supplied transportation. Only people listed on the pick -up authorization form will be allowed to pickup. **PLEASE BE READY TO PRESENT A PICTURE I.D. AT PICK UP.** Parents and campers should be at the bus stop 10 minutes before the indicated pickup time and 10 minutes before the drop-off time to allow for summer traffic. See the bus

schedule in our camp brochure for specific locations and times. We are unable to accommodate special requests for bus transportation unless they are made in writing. See more at TRANSPORTATION/DISMISSAL CHANGES below.

TRANSPORTATION/DISMISSAL CHANGES

Guardians with a special request regarding participant transportation/dismissal, or any change in daily routine are **REQUIRED** to put a request in **WRITING** and **SUBMIT IT TO THE CAMP OFFICE**. However, in the event of an emergency, please call the Camp directly at 508-362-6500 ext. 201.

WHAT TO BRING TO CAMP

- Campers should be ready for all kinds of weather including hot, cold and rainy days. They will be outside during most types of weather (except for thunder and lightning.)
- Closed-toed shoes for all daily non-aquatic activities
- Boating/Water Shoes: Your child will be allowed to wear water appropriate shoes (sandals, flip flops or water shoes) only when they are participating in water related activities. During **ALL** other activities children are to wear close-toe shoes. Your child is required to wear shoes when boating. If they do not have water shoes, they will be required to wear their sneakers.
- Reusable water bottle
- Healthy lunch packed with its own refrigeration
- Sunscreen, towel and swimsuit everyday
- Rain jacket & a sweatshirt (camp can be chilly in late August)
- **Please label everything clearly including food (snacks and lunches)**

WHAT NOT TO BRING TO CAMP

- Cell phones
- Toys (including trading cards)
- Weapons/Knives/Squirt Guns
- Electronics (games, video recorders/players, iPods/mp3 players, etc.)
- Controlled Substances, Alcohol, illegal drugs

LATE PICK UPS

After the end of the camp day (4pm) a phone call will be made by Staff to the guardian of the participant who has not been picked up and is not registered for extended care.

If unsuccessful, the emergency contact numbers will be called in the order they are listed in the child's file. If contact is made, the person reached will be instructed to pick

up the child and informed about the fee for extended care and any late charges they may have accrued (\$1 per minute at the discretion of the on site Camp Director.)

If contact has not been made and no further emergency contact numbers can be obtained directly from the camper by 6pm, the local Police of the town in which the camper resides and the Department of Child & Family Services will be notified and asked for further instruction. A report will be completed by the on site Camp Director.

ILLNESS, INJURY & EMERGENCY PROCEDURES

All staff members are trained and certified in first aid and will treat minor injuries and illnesses. In the event of a minor accident or illness, the camp nurse/health care supervisor will notify the parent/guardian. Should a serious injury or illness occur that requires care beyond immediate first aid, an Emergency Action Plan (EAP) will be activated for the safety of the child. The primary guardian or emergency contact will be notified as soon as possible and the child will be taken to the nearest hospital for immediate care. For serious injuries or illness at Camp Lyndon, West Barnstable and Harwich camps, Cape Cod Hospital is the designated treatment facility. For Falmouth Camp, Falmouth Hospital is the designated treatment facility.

INSURANCE

The YMCA Cape Cod camp fees do not include health and accident insurance. Securing this insurance is the responsibility of the parent/guardian as well as any and all charges incurred from emergency medical treatment.

MEDICAL & ENROLLMENT FORMS

State law mandates that children have a physical exam within a 24-month period prior to enrollment. Parents/guardians are required to submit appropriate documentation of health history, physicals, and immunizations PRIOR to attending camp. Your child will not be allowed to enroll/participate in any camp program unless ALL medical and enrollment forms are complete and submitted to the Camp Registrar prior to the start of your child's camp session.

MEDICATION

Campers who must receive medication during camp hours must meet the following:

- Medications need to be original container with doctor's orders for dispensing printed on label
- Completed Parent's permission and authorization signature form (only available at camp office)
- All over the counter meds must be kept in their original container which shall include original label and instruction for use. OTC medication must also be accompanied by a signed "authorization to administer" form completed by the campers legal guardian
- No meds may be transported on a camp bus by a child. Inhalers and EpiPens must be handed to the bus monitor. Any other medication must be transported directly to the camp nurse or camp director by the parent/guardian.
- Senior Camp staff is available the first day of each session by 7:30AM.
- Medication brought to camp without all of the above stated criteria cannot and will not be administered
- Any leftover medication must be retrieved directly by the parent at the end of your child's camp session or it will be disposed. Upon request, a complete copy of

the health care policy is available

BEHAVIOR MANAGEMENT POLICY GOALS

- To create a constructive, positive atmosphere for children where strengths are maximized and weaknesses are minimized.
- To establish a socially interactive group that is non-punitive in nature and where the group leader's comments focus on reinforcing a child's appropriate behaviors rather than commenting on negative behaviors.
- To strive to keep expectations of children developmentally and physically appropriate while keeping child's dignity and self-respect at the forefront of the activity.
- To follow accepted child development standards regarding discipline such as:
 - Positive Redirection
 - Positive Reinforcement
 - Achievable goal setting for desired appropriate behavior
 - Open and positive communication with child and parent/guardian
 - Removal from activity to regain self-control (last resort)
- Children will not be spoken to in terms of "good" or "bad" behaviors. Behaviors are commented on in constructive ways and appropriate alternative behaviors are discussed and suggested by the group leader.
- No corporal punishment is to be used ever, nor any of the following: spanking, rough handling of a child, humiliation and verbal abuse including embarrassing a child or the withholding of food or shelter. No child shall be punished for soiling his/her pants or toilet accidents.
- Of utmost importance is the physical and emotional well being of all children in the camp group. Any removal of a child from a group situation/activity shall be done in a non-punitive manner and only for a brief period (as short as adequate for the child to be assisted in regaining self-control.) It is of utmost importance for the group leader to remember that the goal is to assist the child toward learning acceptable behavior, not punish/scare the child with threats.

Note: If a child must be restrained from hurting him/herself or others, the child will be held or removed from the area by the staff person in a gentle yet supportive hugging manner until the child finds self control and is no longer a danger to him/herself or others. This is to be done only with direct supervision of another trained staff member. In the event that a child does not respond positively to our behavior management plan and engages in any inappropriate behaviors, our camp will follow the disciplinary procedures outlined in this handbook.

INAPPROPRIATE BEHAVIOR

The following behaviors will result in disciplinary action and possible removal from camp:

- Bullying of any kind
- Swearing, cursing or other inappropriate language or gestures
- Teasing, hazing, harassment (physical, emotional or sexual)
- Striking, biting, fighting other children/staff
- Stealing
- Use or control of illegal substances
- Disrespect, lying, lying by omission
- Damage, misuse, tampering of other's/camp property
- Disruption of activities
- Leaving the premises/group without permission

- Endangering others, failing to follow safety procedures
- Other actions deemed unsafe and/or inappropriate by the Camp Director

DISCIPLINARY ACTIONS

The first two steps may be skipped at the discretion of the Camp Director (Please note that refunds will not be granted for disciplinary reasons).

FIRST OFFENSE: The group leader will talk to the child, explain the behavior and request that the behavior cease. This will be done in a positive manner and if possible, out of the earshot (but always within eyesight) of other campers.

SECOND OFFENSE: If the inappropriate behavior continues, the counselor will notify the Unit Head. The Unit Head and the Counselor will meet with the camper to discuss the behavior and set an achievable goal for the camper. The Unit Head will document this meeting with an Unacceptable Behavior Report. At this offense level the behavior report may/may not be sent home depending on the outcome of the situation. A call will be made home by the Unit Head or Camp Director.

THIRD OFFENSE: If the problem continues the Unit Head will write another Unacceptable Behavior Report. The Camp Director will be notified and given all the documentation of the negative behaviors. The camper, Unit Head and Camp Director may have a meeting to discuss and compose a new behavior plan contract or a suspension may be warranted at this time. Parents will be notified of the situation by phone and given the opportunity to meet with the Camp Director if necessary. If a camper is suspended, guardians will be notified immediately and instructed to pick up their child as soon as possible. Campers awaiting suspension pick up will remain in the office until they signed out by their guardian. At the discretion of the Camp Director, a conference may be required at any time with parents/guardians, YMCA Administrators, Unit Head and other camp staff to discuss severe disciplinary actions that may include limited suspension, seasonal suspension, expulsion or advisement for professional referral. If the parents/guardians refuse to meet, the child will be suspended until such time that a meeting can be arranged. If the child is suspended, the parent is responsible for full payment of the session for which the child was registered.

IDENTIFYING & REPORTING ABUSE OR NEGLECT

All YMCA Cape Cod camp staff is committed to the prevention of abuse and neglect. Staff are mandated to report any suspected cases of child abuse or neglect. The Camp Director will be notified immediately with evidence, observation, and/or documentation of the suspected child abuse or neglect. A report will be filed with the Department of Child & Family Services (DCF.) All information will be documented and placed in the child's file. The person filing the report and other related camp staff would cooperate in all investigations of abuse or neglect.

REFERRAL POLICY

Should a Counselor/Unit Head feel there is a need to refer a child for social, mental health or medical services, the staff member will bring the matter to the attention of the Camp Director. The counselor will also observe and document the child for a period of one week to one month, depending on the situation documenting related behaviors and actions. Following the observation, the Camp Director will call to invite the parents/guardians for a conference to discuss possible solutions/referrals to an organization that may better suit the needs of the camper.

The Camp Director will offer assistance to the child's parents/guardians by providing them with a list of referral resources within the community for social, mental health, or medical services.

STAFF

The YMCA Cape Cod believes that the success of our program lies in the quality of our staff. Employees are carefully selected based on experience, education, talents and interpersonal skills. Camp staff is required to attend an extensive training process to cover specific program goals, emergency procedures, group work and curriculum planning. All of our staff has a criminal background check and a sex offender check completed before working with children. Above all else, the members of our staff share a common love for working with children! All camp staff wear YMCA staff shirts for easy identification.

Our aquatic staff consists of certified lifeguards who have experience in water safety and swim lesson instruction. Prior to working with your child, background checks are completed on all staff that include: prior work history, three positive reference checks, and CORI and SORI background checks.

If a staff member is suspected of neglect or abuse a child in the program, the Camp Director/YMCA Cape Cod Administrator may:

- Assign the staff member work, which does not involve contact with children until DCF investigation is complete
- Temporarily suspend staff member with pay until the investigation is complete
- Immediately dismiss staff member in which case employment is terminated

BUS STOP RELEASE POLICY – CAMP LYNDON ONLY

The YMCA Cape Cod strives to provide the safest camp program we can possibly offer. No child will be left at a bus stop without a parent or guardian (18 years or older) present, unless your child is 11 years old or older and you have signed the Bus Stop Release Waiver authorizing us to do so. All bus stop times are approximate. Please be aware that if you authorize us to release your 11 year old child (or older) we cannot release younger siblings with them. Any child not met by a parent or guardian will be transported to our West Barnstable facility. You will be notified by phone and your child will be supervised by an adult until such time as someone arrives.

INAPPROPRIATE BEHAVIOR ON CAMP LYNDON BUS

YMCA Cape Cod contracts with a local bus company to provide transportation for our campers to Camp Lyndon. YMCA Cape Cod provides a Bus Monitor to supervise campers while on route to and from camp. Campers who are unable to act appropriately on the bus will be subject to the following disciplinary actions:

- A discussion between the Bus Monitor, camper in question and Camp Director will occur.
- A call to the parents of the camper will follow, detailing the behavior and the agreement.
- If the behavior continues, the camper will be suspended from the bus for a two-day period. In order for the camper to return to the bus, a conference will be scheduled with the parents of the camper and the Camp Director.
- If the behavior continues, the child will no longer be allowed to use the transportation provided by YMCA Cape Cod.

DISASTER EVACUATION

The Camp Director and other administrators will be responsible for contacting all guardians of participants in order to coordinate immediate pick up.

CAMP LYNDON

In the event of an emergency situation, prolonged loss of heat, electricity, presence of severely inclement weather or anything else that might cause an extremely unsafe camp environment, the participants and staff of the Camp Lyndon Center will travel via bus to the Oak Ridge School on Quaker Meeting House Rd. in Sandwich (exit 3).

WEST BARNSTABLE DAY CAMP

In the event of an emergency situation, prolonged loss of heat, electricity, presence of severely inclement weather or anything else that might cause an extremely unsafe camp environment, the participants and staff of WB YMCA Day Camp will walk to the Cape Cod Conservatory. If the evacuation is widespread or walking is not a safe option, participants and staff of WB YMCA Day Camp will be transported by bus to Barnstable High School.

HARWICH

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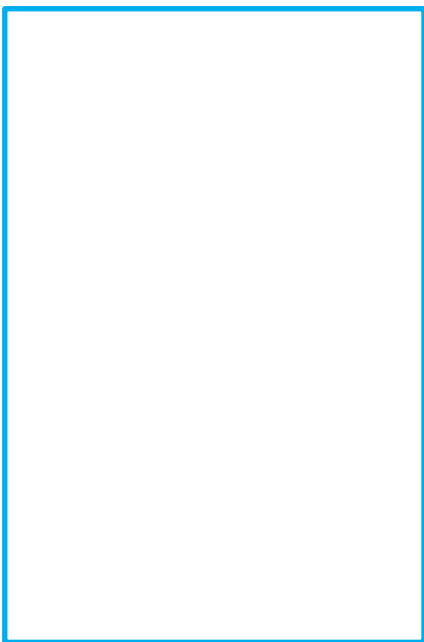
FALMOUTH

In the event of an emergency situation, prolonged loss of heat, electricity, presence of severely inclement weather or anything else that might cause an extremely unsafe camp environment, the participants and staff of Falmouth Day Camp will walk to the North Falmouth Congregational Church located at 155 Old Main Road, North Falmouth, MA 02556.

CAMP POLICY STATEMENTS

DEPOSITS, PAYMENT, CANCELLATION, REFUNDS

- **Deposits:** All deposits are non-refundable*, but will be credited toward the cost of the weeks registered.
- **Due date for balance of payment:** For each Session, full payment is required no later than the Wednesday before the session begins. If the total amount due is not paid by 9 a.m. the Friday before camp begins, your child will not be allowed to attend the program, and your deposit will be forfeited. Subsequently your slot at camp cannot be guaranteed, and your child may only attend if she/he is re-registered and all payments due are paid in full. For families with EEC/Child Care Network vouchers, a deposit for the last week of camp equal to your weekly parent fee is required. Each week of camp, your weekly parent fee must be paid no later than the Wednesday before camp begins, or you will receive a termination notice for your child on Friday. Your initial deposit will be applied to the last week of camp for which you have registered your child. Please contact (508) 362-6500 ext.113 for details.
- **Payments:** We encourage you to make your payments on-line. Checks or money orders may also be mailed to the YMCA Cape Cod, 2245 Iyannough Road, West Barnstable MA 02668. Payments can also be made at the front desk of our West Barnstable facility or in Sullivan Hall at Camp Lyndon. Payments should not be given to your child to take to camp, and we cannot accept responsibility for lost payments.
- ***Cancellations and refunds:** Cancellations must be made in writing or by e-mail sent to cancellation@ymcacapecod.org. If a written or e-mailed cancellation is received at least two weeks prior to the beginning of a week enrolled, then a full refund (less deposit) will be issued. Cancellations made in writing less than two weeks prior to the beginning of the week are subject to a late cancellation fee of \$75, and the deposit will be forfeited as well. Exception: If a detailed note from a physician stating that your child cannot attend camp for medical reasons is submitted with your written cancellation, you will be charged a \$25 processing fee but will not forfeit your deposit, and you will receive a refund for any pre-payment from the date your cancellation is received. No refunds will be made due to failure to attend, incomplete attendance, holidays or inclement weather.





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