



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

BUILDING STRONG CHILDREN



**SUMMER CAMP HANDBOOK
Triunfo YMCA**

February 2012

Dear Parents,

Welcome to the 2012 Triunfo YMCA Summer Day Camp Program! The YMCA's past, present and future commitment is to ensure that your child's summer is an enjoyable and memorable one. We have more experience than any other day camp and therefore we do it best!

Our Triunfo YMCA Summer Camp Programs have been specifically designed with the needs and interests of both you and your child in mind. In an effort to help parents with drop offs and pick-ups, this summer, all of our day camps will be hosted at our Willow Elementary School location. Lead by qualified counselors in a group setting, your camper will be participating in activities specific to age and gender. Major Field trips and traveling camps are more common in our older groups, while our younger camps will begin to venture out and take smaller local trips and spend time learning about themselves and the friends around them. Personal growth, self-respect, character building, and Judeo-Christian values are strongly emphasized in all of our day camp programs.

You can also expect to find the YMCA's four core values of honesty, caring, respect and responsibility as a consistent underlying foundation to our camp program. This emphasis is what has set YMCA camps apart since 1885 and what continues to distinguish us as far more than just the largest provider of licensed childcare services in America.

It is crucial to the success of your experience with us that you read and understand everything contained in the Parent Handbook. Please take the time to go through it thoroughly. If you still have any questions or concerns after reading through it, please feel free to call us at:

(818) 707-YMCA (9622) or (818) 706-0993.

Our promise to you is that we will do our best to ensure your child's camp experience is a positive, fun-filled one. We are anxiously looking forward to providing you and your child with a fun, safe environment supportive of your family and oriented toward positive character development. So, relax and take comfort in the fact that your child is about to have a great camp experience with the Triunfo YMCA!

See you at Camp!

Sincerely,

The Triunfo YMCA Staff

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YMCA CAMP PHILOSOPHY

The goal of the YMCA camping program is to encourage participants to grow in body, mind & spirit. The foundation of our character development emphasis is the *four core values*: Honesty, Caring, Respect and Responsibility. Day Camp provides challenging activities that provide character building experiences, promote healthy life-styles, strengthen family relationships, and foster community involvement in both small and large group settings. All this is done under the guidance of caring, well-trained staff members. The YMCA Day Camp gives children experiences that will last a lifetime.

AGE GROUPS

Grade Entering Fall 2012	Location	Full Time Fee	Part Time Fee	Phone Number
Kindergarten & 1 st	Willow YMCA	\$205/week	\$155/week	818-879-9665
2 nd & 3 rd grade	Willow YMCA	\$205/week	\$155/week	818-879-9665
4 th & 5 th grade	Willow YMCA	\$205/week	\$155/week	818-879-9665
6 th - 8 th grade	Willow YMCA	\$215/week	\$165/week	818-879-9665
9 th and 10 th	Willow YMCA	\$115/week	N/A	818-879-9665

SESSION DATES AND PAYMENT SCHEDULE

SESSION PAYMENT SCHEDULE

Week	Dates	Payment Due
One	June 18 th – June 22 nd	June 4, 2012
Two	June 25 th - June 29 th	June 11, 2012
Three	July 2 nd – July 6 th	June 18, 2012
Four	July 9 th – July 13 th	June 25, 2012
Five	July 16 th – July 20 th	July 2, 2012
Six	July 23 rd – July 27 th	July 9, 2012
Seven	July 30 th – August 3 rd	July 16, 2012
Eight	August 6 th – August 10 th	July 23, 2012
Nine	August 13 th – August 17 th	July 30, 2012

REGISTRATION POLICIES

Requirements for Registration:

<u>Membership:</u>	
Individual	\$40
Family	\$80

Cancellation

The Triunfo YMCA office must receive written notification of the intent to cancel at least 2 weeks prior to the start of the session. If we receive notification in writing, we will refund all program fees except the reservation deposit of \$30. The deposit is non-refundable, but can be transferred to another session date. THERE IS NO EXCEPTION TO THIS POLICY.

There will be no refunds/credits or makeup days for days missed.

If your child is asked to leave camp due to a violation of a camp policy, neither your program fees nor your deposits will not be refunded. NO EXCEPTIONS.

Changes in Registration

If after your initial selection of camp sessions you wish to change your sessions, you may do so by submitting your request in writing to the Triunfo YMCA main office. We will make every effort to accommodate your change depending on enrollment and space.

Payment Information

A \$30/week deposit or payment in full will reserve your desired week(s) of camp. Payment in full is due on the Monday two weeks prior to the desired camp session's first day. This year you have the ability to make your payments automatically from either your bank checking/saving account or through your credit card company.

Day Camp Deposit: \$30/week
CIT Program Deposit: \$15/week
Resident Camp Deposit: \$50/camp

You may not bring your child to camp if you have not paid in full. Before your child will be allowed to attend camp, you will be required to pay **at the Triunfo YMCA office** and present the Camp Director with your receipt. Availability is not guaranteed.

Financial Assistance

Financial Assistance is available on a first-come, first-served basis. Please contact the YMCA office for the proper application and registration forms to apply. Please allow 3-4 weeks to review these forms and note that your child will not be able to attend the summer camp program until the review process is complete and payment is made. It is the goal of the YMCA

to turn no one away for purposes of financial hardship, however this is subject to the availability of funds raised through several different annual fund raising events. Please inquire about how you can be involved in helping raise these much-needed funds.

STAFF

Qualifications

Our program is licensed by the State Department of Social Services, Community Care Licensing Division. The program positions and requirements are:

- | | |
|-------------------------|--|
| Camp Director | 12 units post secondary education in early childhood development or related courses including 3 units Childcare Administration and a minimum of 1 year experience. |
| Senior Counselor | 6 units post secondary education in early childhood education or related course and a minimum of 1-year experience. |
| Counselor | At least 16 years of age, completion of YMCA Childcare Training Module or post-secondary education in early childhood education. |

Staff to Child Ratios

California State Law requires a ratio of no more than 12 children to one fully qualified staff person. We have found that program quality is greatly improved with a lower ratio. It is our goal to maintain a staff to child ratio of 1 to 10 children in attendance and an even lower ratio in our K-1st age group.

Staff Training

In addition to the educational requirements of the State, each staff person attends regular in-service training events that cover the following topics:

- Cultural Awareness and Practicing the YMCA Core Values
- Positive Discipline and Redirection Techniques
- Safety & Emergency Procedures, First Aid and CPR
- Age Group Appropriate Activities
- Working with Families
- Child Abuse Awareness
- Pool Safety

POLICIES AND PROCEDURES

What Should I Do on the First Day of Camp?

Be Paid Up! On the first day of each camp session, the Camp Director will be checking participants in. If you have paid in full, your child's name will be on the roster sheet and you may sign in your child. If you have not paid in full, your child will not be allowed to remain at camp. ***You and your child must then go to the Triunfo YMCA office and pay your camp tuition.*** Once you have done this, a receipt will be issued. You must present this receipt to the Camp Director at which point he/she will add your child's name to the roster and you may check your child in for camp.

When May I Drop Off/Pick Up My Child Each Day?

Regular camp hours are from 9:00a.m. – 4:00p.m. Extended care is available, at no additional charge, from 7:00a.m. – 9:00a.m. and 4:00p.m. – 6:00p.m. every day. You may drop your child off any time between 7:00a.m. and 9:00a.m. each morning and pick up after 4:00p.m. until 6:00p.m. **It is imperative that you sign your child in and out every day and have available a proper photo I.D.** This is for purposes of your child's safety. Additionally, no one under the age of 18 is permitted to sign your child out. This is a state of California mandate, therefore no exceptions can or will be made.

Can My Child Bring an Electronic Signaling Device to Camp?

Due to the disruptive nature of devices such as cell phones, pagers, etc., these devices will not be allowed at the YMCA. If your child needs to make an emergency phone call, he/she may request the use of the site phone. Devices found being used will be confiscated by the YMCA staff and returned to the parent at pick up time. Repeated offenses will be dealt with on a case by case basis.

When Will Camps Return to the Site Each Day?

Most of the time, campers will return to the sites between 4:00-5:00 p.m. on excursion days. The exception to this will be on certain Major Field Trip Days. Many camps will be leaving early and returning late to allow ample opportunity for campers to enjoy their visit to amusement parks and attractions. Exceptions to normal camp procedures and hours will be posted at the Parent Information Area designated at each camp location. The weekly calendars will be available on the Monday prior to each session. However, these calendars are not all-inclusive, and it is important that you check the Parent Info Area daily for changes and updates. Our age group of 6th, 7th, and 8th graders is a daily traveling fun camp, therefore it often tends to be off-site later than regular hours. Please understand that the YMCA is, as is the case with all Southern California drivers, at the mercy of the freeway system. Therefore, you may encounter late busses on occasion.

What If I Am Unable to Pick My Child Up by 6:00 P.M.?

While we realize that commuting parents are at the mercy of Southern California's freeway congestion, we also have staff that work long, demanding days, providing your child the best and safest camp experience possible. We suggest that you establish a list of friends or relatives who live nearby that you may call in the event that you cannot pick your child up on time. Please provide this information to us so that your child may be allowed to leave camp with those designated persons.

It is your responsibility to make arrangements for the pick up of your child. Please remember that any adult attempting to pick up a child from day camp will be asked to show proper photo identification. In the event that you are late, and cannot make arrangements for pick up, the YMCA staff will remain with your child for **a fee of \$5.00 for every ten minutes (or portion thereof) past 6:00p.m.** **Please be prepared to pay this fee (cash or check payable to the YMCA) at the time you pick up your child.** Repeated late pick-ups may result in termination of day camp services.

LATE PICK – UP FEE SCHEDULE

Arrival Time	Late Charge
6:01 – 6:10 p.m.	\$ 5.00
6:11 – 6:20 p.m.	\$10.00
6:21 – 6:30 p.m.	\$15.00

The site clock will be used to determine time of pick up.

If you are going to be more than 30 minutes late, you must call the YMCA site. If no contact is made, we will call the local police to supervise your child. In our area we contact the Lost Hills Sheriff Station.

Triunfo YMCA Office	(818) 707-YMCA (9622)
Willow Site	(818) 879-9665
Lost Hills Sheriff Station	(818) 878-1808

WHOM SHOULD I SEE WHEN I....

<i>Have a question about payment</i>	YMCA Office
<i>Want information about other YMCA programs</i>	YMCA Office
<i>Have a concern about a camper</i>	Camp Director
<i>Have a concern about a camp counselor</i>	Camp Director
<i>Have a concern about a camp activity</i>	Camp Director
<i>Have a concern about a program policy</i>	Program Director
<i>Have concerns about a Camp Director</i>	Program Director
<i>Have a concern about transportation</i>	Program Director

CHARACTER DEVELOPMENT EMPHASIS

Character Development and values emphasis is a large part of what differentiates the YMCA from other camp programs. We feel that it is vital that children learn the importance of respect, responsibility, caring, and honesty. We will conduct activities emphasizing these values throughout our program. These activities can range from thoughts for the day, inspirational messages, and/or "appreciation" stories for campers and or staff members.

WHAT IS A TYPICAL CAMP DAY LIKE?

The camp day begins with a Morning Circle, typically starting at 9:00a.m. At Morning Circle, we will have daily announcements, small group activities, skits, songs and games. This is also the time when roll is taken and attendance is verified. Approximately 60-80% of camp time is spent outdoors on trips, doing activities at the park, beach, or pool. Indoor time is spent cooling off, chilling out, and doing arts and crafts projects.

CAMP SCHEDULES

Weekly calendars of events and activities will be available prior to the first week of camp. Please check the Parent Information Area at the camp location for changes and specific information on the week's activities.

VALUES CLARIFICATION

The Triunfo YMCA is deeply rooted in traditional values. While not teaching any specific religion, we do emphasize the following, four core values:

- Honesty
- Caring
- Respect
- Responsibility

Just as you frequently teach values at home, especially during times of discipline or conflict resolution, we often find unique opportunities to individually discuss values with each child. We also plan weekly *values development* through stories, games, and small group discussions.

WHAT SHOULD MY CHILD BRING TO CAMP?

General Information

The YMCA will not be responsible for the theft or loss of items brought to camp. Your child is responsible for everything he/she brings to camp. YMCA staff will not be responsible for attending to your child's belongings.

Please dress your child in light, durable clothes that can get dirty and closed-toed shoes each day of camp. Sandals and flip-flops are not allowed at any time.

Daily Lunch and Drink

Please send a well-marked lunch and drink with your child every day. Also note that in most cases, refrigeration will not be possible. Water bottles are a key component for a day at camp. On pool and beach days, don't forget a towel and bathing suit. **On long trip days, please send sack lunches only.** You may want to provide an extra snack on these days, as your child will require a lot of energy.

Major FIELD TRIP DAYS/T-Shirt Days

On Major Trip Days all children need to be dropped off to camp by 8am. This will allow our staff to get them into their age appropriate groups while helping ensure we leave for our destination on time. **On Major Trip Days, your child must wear his/her 2012 Triunfo YMCA Camp T-shirt.** T-shirts are provided for the safety of your child so he/she can be easily identified while at large amusement parks or out in the public.

Pool Days

The Triunfo YMCA goes to Agoura High School Pool to swim during the summertime. Agoura High School is located at 28545 Driver Avenue in Agoura Hills. If you would like to sign your child up for a private swim lesson while at the pool, please contact the Aquatics Director, Jenna Grossman.

Swimming

- Children will swim on scheduled swim days (weather and special events permitting)
- YMCA reserves the right to suspend swimming activities for disciplinary or safety reasons
- Children will be swim tested each Monday and given a pool orientation
- Swimmers passing swim tests will be given a vinyl bracelet to wear throughout that week. If it is removed they will be treated as non-swimmers.
- Weaker or non-swimmers will be kept in the shallow end of the pool and/or receive a floatation device.
- Certified YMCA lifeguards and camp counselors supervise children at the pool.
- Children are not permitted to take full showers (in the locker room).
- Again, please provide your child with protection from sun. (i.e. sunscreen, hat, shirts etc.)

Sunscreen

The parents should supply a sunscreen product with a minimum SPF 30 for their child's use. To ensure full and proper application, campers under six years old will be assisted by the counselors when applying sunscreen. Counselors will supervise children over six years old with sunscreen application and will remind the campers to reapply it throughout the day. It is suggested that all sunscreen be applied first thing in the morning, and reapplied throughout the day after swimming, sweating, or when the initial application naturally wears off. The guidelines on the product should be followed. If your child refuses to reapply sunscreen when asked, you will be contacted and informed that he/she is not cooperating. We want you to feel free to provide a tee-shirt/rash guard and/or hat for your child's added protection. Please be aware that children may get some "color" while attending camp.

How Much Spending Money Should My Child Bring to Camp?

Spending money on trip days is optional, and not encouraged. **Staff will not hold money for campers.** No more than \$10 is suggested.

YMCA TRANSPORTATION

The Triunfo YMCA owns two passenger vans that may be used in transporting campers and has leased buses for all major trips. **Please note that in no circumstances will a scheduled bus departure time be altered in order to wait for a tardy camper.**

All drivers of YMCA vehicles must have valid California driver's licenses. In addition, we require our drivers to:

- Drive with care, courtesy, and safety.
- Obey all traffic laws and posted signs.
- Exercise extreme care and caution when boarding and dropping off children.
- Account for every child scheduled to ride the van or bus, and ensure that the children are sitting properly in their seats and not extending any body parts outside of the vehicle.

- To take and pass a drug test.
- Complete vehicle safety checklists following thorough vehicle inspections.

WHAT IS THE YMCA’S PROCEDURE FOR DISCIPLINE?

We understand that, at times, children have behavioral problems. Children occasionally refuse to listen to Camp staff, use foul language, or have other behavioral issues. When such problems occur, our camp staff will first verbally warn the child. If the behavior continues, the child will be put on timeout for no longer than 5 minutes. If the child continues to misbehave, YMCA staff will notify the parents and ask them to talk to their child about his/her behavior.

Physical violence cannot and will not be tolerated at our camp sites or offsite locations. A first incident will result in a verbal warning, documentation, and parent meeting with the Camp Director. If there is another incident, an additional written report documenting your child’s behavior will be placed in his/her file. A copy of this form will be available to you upon request.

Successive incidents will be dealt with on a case by case basis depending on the severity and amount of program disruption involved. **THE YMCA RESERVES THE RIGHT TO IMMEDIATELY TERMINATE CAMP ENROLLMENT IN CASES OF EXTREME MISCONDUCT THAT MAY ENDANGER OTHERS.**

Children found with weapons or dangerous objects are immediately terminated from the camp program.

WHY COULD A CHILD TYPICALLY BE REMOVED FROM CAMP?

The Triunfo YMCA reserves the right to dismiss any child from camp for the following, typical reasons (other causes may also potentially merit dismissal):

- Discipline problems, including, but not limited to, physical violence, offensive language, and destruction of property or theft.
- **Children found with weapons or dangerous objects are immediately terminated from the camp program.**
- Non-payment of camp tuition.
- Repeated late payments of camp tuition.
- Repeated late pick-ups.

PARENT CODE OF CONDUCT

The YMCA expects that all participating parents act as positive role models while at a YMCA site. Participants, parents, and guests are expected to behave in a civilized manner towards one another and towards YMCA employees and volunteer staff at all times. Parents who exhibit inappropriate behavior will be asked to leave the site immediately.

While it is rare that extreme incidents occur with adults relating to our camp program, **THE YMCA RESERVES THE RIGHT TO IMMEDIATELY TERMINATE CAMP ENROLLMENT DUE TO EXTREME HOSTILITY OR MISCONDUCT DEMONSTRATED BY ADULTS/PARENTS. PARENTS MAY NOT DISCIPLINE CHILDREN WHO ARE NOT THEIR OWN AT THE YMCA.**

Conversely, if you observe a problem with our camp program or with a staff member, please

contact a YMCA Director and/or put your complaint in writing. By doing this, we avoid any unnecessary confrontations that might be uncomfortable for the children, other parents, and the staff.

BATHROOM ACCIDENTS

All children in our program must be toilet trained. However, we understand that there may be an occasional accident. If this occurs with your child we will do the following:

You will be called to bring in a change of clothes

You or your child may change the clothes and return to the site

If your child already has a change of clothes they may clean themselves up and change clothes

Our staff may not assist in changing soiled or wet clothes.

INJURIES

If your child is injured *we are only legally allowed to:*

1. Rinse and administer Band-Aids and comfort for minor cuts, scrapes, and bumps.
2. Contact you or your emergency contact if any injury may require medical attention.
3. Secure medical treatment immediately in the event that you cannot be reached or if the nature of the injury warrants immediate action.

ILLNESS

In order to prevent the spread of illness, your child cannot be accepted to the YMCA Camp program with any one of the following symptoms:

Fever (currently or in past 24 hours)	Conjunctivitis (pink eye)-may return after 24 hours of medication
Cold or Flu	Infectious mucus (green or yellow)
Contagious Rash	Mumps
Chicken Pox	Scarlet Fever
Diarrhea	Whooping Cough
Lice	Vomiting
Measles	

WHAT IF MY CHILD NEEDS TO TAKE MEDICATION WHILE AT CAMP?

- A signed Authorization to Administer Medication form must be filled out and accompany the medication.
- Medication must be brought to camp by the parent and in the original prescription container. **Do not send the medication with your child.**
- Campers may carry inhalers with written permission.
- We are providing "medical/allergy alert wrist bands". Campers who have specific allergies or are required to take medication while at camp will be given these bands to wear daily so

that the counselors are aware of the condition. Camp directors should be notified if a band is needed.

TRIUNFO YMCA LICE PREVENTION PRODEDURES

Occasionally there may be instances of lice at camp during the summer. To prevent the spread of lice, we have instituted the following policy and in addition have included in our parent manual a guide taken directly from the National Pediculosis Association. This guide should help you to detect and prevent lice.

Please help the staff adhere to this procedure. If you have any questions or problems regarding this policy, please contact the YMCA office.

YMCA's Lice Procedure

Before Camp Starts

1. Check your child's hair for any indication of lice.
2. If you find nits...
 - Follow the procedure guide in the parent handbook.
 - Make sure all nits are gone before beginning camp.

After Camp Begins

3. As he/she arrives every Monday of each week, your child's hair/head will be checked by a Staff member.
4. If a staff member finds lice...
 - Staff will alert parent to the situation.
 - Staff will give parent a copy of our lice procedure guide from the parent handbook.
 - **Camper will not be allowed at camp, until all visible (dead or alive) nits are eliminated.**

We realize that this is a very sensitive issue for all of us. Our staff is aware that head lice are NOT a result of bad grooming or poor hygienic habits. All staff have been trained in detection of and dealing with head lice. Our procedures regarding lice are designed to prevent the common outbreak that most camps have to deal with throughout the summer.

National Pediculosis Association's Lice Procedure Guide

1. *How do I prevent my child from getting lice?*
 - Check your children before they come to camp.
 - Urge your child not to share brushes, hats, etc...
2. *What do lice look like?*
 - Lice are wingless insects about 1/8 inch in length. Their color can range from light tan to black. They do NOT jump, fly, hop, skip, dance, drive, or skateboard! However, the most common and obvious sign of head lice are not the lice themselves but their nits (eggs).
 - Nits are characteristically:

- small specks resembling dandruff, but much rounder, often oval in shape.
- Whitish and/or yellowish in color. They also tend to have a shiny texture, unlike dandruff flakes.
- They stick to the hair shaft, so if you try to brush them off with your hands, they will not fall off. Nits are cemented to the hair shaft and take much more than a shake to detach.
- Often dandruff, droplets of hair spray, and hair gels resemble the nits of lice. Dandruff will fall off when you shake it out of the hair. Hair sprays and gels may smear off when pulled at, or slide up and down the hair shaft. Nits tend to fasten to the hair shaft and require forceful removal.
- Another clear sign of head lice is the presence of a skin rash around, in and near the hairline and often on the neck. Lice, like other insects, bite. When they bite, they inject a substance that often causes an allergic reaction to the skin. The result is itching and a rash-like appearance on the skin.

3. How can I conduct my own lice check?

- Go through your child's hair with your hands. Examine ALL areas of the head, especially near the scalp.
- Look at key areas where lice are commonly found
 - About one inch up from the scalp
 - Near the hairline (by the forehead, at the nape of the neck, and behind the ears).
 - Sometimes at the ends of longer hair.
 - **Basically lice and nits can be found anywhere on the head!! It is important to check the head completely and thoroughly!**
- Use a magnifying glass if you are unsure about a particle.
- Be thorough! If you are unsure about a particle, get a second opinion.

4. If my child has lice, how do I treat it?

- According to the National Pediculosis Association, the following techniques are the best to use.
 - Nix is a shampoo that comes recommended by the NPA, as well as several local doctors. Follow directions thoroughly and methodically.
 - Thoroughly wash ALL of your child's clothing, bedding, car seats, upholstery and the house in general. Check other family members and pets.