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BEST SUMMER EVER

PARENT HANDBOOK
Summer Day Camp 2018
MARSHALLTOWN
YMCA-YWCA



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MARSHALLTOWN YMCA YWCA
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TABLE OF CONTENTS

PROGRAM PHILOSOPHY

- Day Camp Values and Goals

CURRICULUM

- Creative Curriculum
- Daily Schedule

ADMINISTRATION

- YMCA-YWCA Contact Information
- Day Camp Staff

COMMUNICATION

- Parent/Teacher Communication
- Newsletters/Remind
- Costs

GENERAL INFORMATION

- Arrival and Dismissal
- Discipline
- Reporting Absences
- Personal Belongings
- Mandatory Reporters
- Meals/Snacks
- Swimming Days
- Park Days
- Field Trips

HEALTH POLICIES

- Exclusion Policy
- Sudden Illness
- Special Health Concerns
- Fever
- Ear/Nose/Chest Infections
- Eye Infections
- Impetigo
- Vomiting
- Lice/Scabies
- Fifth Disease
- Strep Throat/Tonsillitis
- Medication Procedure
- Special Needs

SAFETY POLICIES

- Parent Authorization Form
- Sign In/Out Policy
- Tornado & Fire Drills
- Emergency Plans/Evacuation Procedures
- CPR & First Aid
- Accident/Incident Reports

SUMMER DAY CAMP VALUES AND GOALS

Summer day camp acknowledges and respects the uniqueness of each child. The program engages children all summer long by creating weekly themes that allow for different activities, crafts and arts, and games to be explored. Each day is structured to have a balance of fun and learning. This year students will have the opportunity to learn about gardening, create different pieces of art, and engage in large group games.

Summer day camp will provide supervision and exploration to all students by:

- Maintaining a safe, supportive and stimulating environment.
- Facilitating learning through play, as well as whole group, small group and individualized instruction.
- Keep a sense of humor and create laughter.
- Build relationships with others including staff, students, volunteers, and parents.

Summer day camp will use weekly themes to revolve learning, activities, and field trips.

CURRICULUM

Our weekly themes are a guide for students and counselors to learn new skills, content, and develop social competence. These themes are generally summer-like and are a great way to keep our students engaged during their summer. This year the themes are:

1. Born to be Wild (Blank Park Zoo-Des Moines, IA)
2. Natural Explorers (Ledges State Park-Boone, IA)
3. Sports Shorts (Wayward Social Eats and Alleys-Marshalltown, IA)
4. Bike Week (Biking to Grimes Farm-Marshalltown, IA)
5. Stars and Stripes (Aquatic Center-Marshalltown, IA)
6. Welcome to Hollywood (Orpheum Theater-Marshalltown, IA)
7. OOEEY GOOEY (Science Center-Des Moines, IA)
8. Iowa History (Living History Farms-Des Moines, IA)
9. Water World (Adventureland or Ames Ice Arena-Des Moines/Ames, IA)
10. Play BALL (Iowa Cubs Game-Des Moines, IA) Field trip is on TUESDAY
11. Garden Palooza (Reiman Gardens-Ames, IA)
12. So long, FAREWELL-(no field trip)

Throughout the summer we will facilitate activities that will include visiting the ISU extension office in Marshalltown to learn more about gardening, visits to the library to check out books aligned with our themes, learn about plays and general acting skills, have the hands on experience of learning bike safety skills, and fun-filled field trips.

ADMINISTRATION

YMCA-YWCA Staff

Carol Hibbs	CEO	carol.hibbs@ymca-ywca.org
Deb Grove	Family Sports Director	deb.grove@ymca-ywca.org
Emma Carrillo	Day Camp/Fit Kid Coordinator	emma.carrillo@ymca-ywca.org

Day Camp Counselors:

Tranae Keely, Braelyn Lander, Lauren Batterson, Victor Andrade, Abby Steiert, Belen Orozco, Adriana Cuellar, Edgar Armenta, Anna Carlson, Ana Silva, Macy Geocke, Terrance Douo

Summer Day Camp DAILY SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:15– 9:00	Sign In/Free Time (Garden Club)	Sign In/Free Time (Garden Club)	Sign In/Free Time (Garden Club)	Sign In/Free Time (Garden Club)	Sign In/Free Time (Garden Club)
	Opening Ceremonies begin at 9 a.m.	Opening Ceremonies begin at 9 a.m.	Opening Ceremonies begin at 9 a.m.	Opening Ceremonies begin at 9 a.m.	Opening Ceremonies begin at 9 a.m.
9:00-9:15	A.M. Snack	A.M. Snack	A.M. Snack	A.M. Snack	A.M. Snack
9:15-11:00	Large Group to Anson Park/ large group game indoors	Mega 10 Park	ISU Garden/ Rotations	Boarding Bus For Field Trip	Mega 10 Park
11:00-11:30	Circle Games	Circle Games	Circle Games	Field Trip	Circle Games
11:30-12:20	Lunch	Lunch	Lunch	Lunch	Lunch
12:20-1:10	STEM Activity	Camp Readers	Camp Readers	Field Trip	Camp Readers
1:10-1:30	Camp Rotations	Swim Prep/ Team Game	Camp Rotations	Field Trip	Swim Prep/ Team Game
1:30-2:15	Camp Rotations	Swim Group 1	Camp Rotations	Field Trip	Swim Group 1
2:15-3:30	Camp Rotations	Swim Group 2	Camp Rotations	Field Trip	Swim Group 2
3:30-4:00	Camp Rotations	Quiet Time	Camp Rotations	Returning from Field Trip	Quiet Time
4-5:30	PM Snack/Free Time/Closing	PM Snack/Free Time/Closing	PM Snack/Free Time/Closing	PM Snack/free time/Closing	PM Snack/Free Time/Closing
5:30	Close	Close	Close	Close	Close

COMMUNICATION

Parent/Staff Communication

Please share any concerns involving a child's daily routine or day camp experiences with staff as quickly as possible. Staff welcome conversation regarding your child and his/her experiences. It is sometimes difficult to discuss such information at arrival or dismissal. Please feel free to schedule time with staff at any time throughout the summer. Staff are available via email at deb.grove@ymca-ywca.org.

Newsletters and REMIND APP

Weekly newsletters will be sent home with students along with upcoming events, field trips, highlights from previous weeks and Try it @ home ideas. Subscribe to the Remind app to get picture updates weekly by texting @camp50158 to 81010.

Costs:

Costs are due at time of registration. A method of payment form is included in your enrollment packet. Payments can be made at the Y Service Desk, or at the Cultural Center. Parents wishing to discontinue enrollment must give a notice of one week in advance.

\$35 Registration Fee per child

Members: \$28/daily, \$33/field trip day

Program Participant: \$38/daily, \$43/field trip day

***prices do not include souvenir money, please turn in any souvenir money upon arrival to be kept with attending counselors. Souvenir money is not required.**

GENERAL INFORMATION

Summer Day Camp: June 6-August 22

Arrival & Dismissal

Parents are required to sign their child in and out daily. Children may arrive as early as 7:15 a.m. It is recommended that children arrive by 9:00 a.m. to allow for play before the group transitions to daily schedule at 9:00. Day Camp supervisors and counselors will take attendance through out the day.

Day Camp dismissal is between 4:30-5:30 p.m. though early pick-up can be arranged. Children will not be released to anyone that is not listed on the authorized pick-up form. Any requested change must be made in writing on the release form.

Discipline

The program believes that all children want and need guidance. Children learn that they are secure and safe when positive guidance is used. Individualized positive guidance combined with an environment that encourages self-discipline and adults who assist children in understanding and expressing their feelings in acceptable ways help children develop the skills they need to successfully interact with others. When a child's behavior may harm him/herself or another child, staff will remove the child from the situation. Staff believe that successful behavior plans are individualized to each student and require family involvement. We recognize the importance of helping children to develop self-discipline, independence and responsibility.

Consequences Flow Chart

- Redirection will be utilized for camper presenting unacceptable behavior.
- A quiet-time in minutes not to exceed the age of the child will be used to encourage contemplation regarding actions (example: 6 year old=6 minutes of quiet time)
- Camper will be asked to talk to the coordinator about behavior
- A behavior report will be filled out by counselor/coordinator to report to parents
- An action plan will be formulated by parents and coordinator and implemented
- If a child continues to be non-compliant to action plan, participation in activities associated with behaviors will be limited or eliminated (example: leaving assigned group during field trip A=not going on field trip B)
- Severe behaviors (i.e. those that result in imminent danger to self or others) may result in immediate termination from the program. This will be at the discretion of Summer Camp administration.

The Summer Camp will make efforts to provide appropriate care for all eligible participants. There may be instances in which a child's physical, emotional, or behavioral needs require a greater level of care than what staff are trained to manage. If Summer Camp administration determine a child's needs are in excess of what staff can effectively manage, the child will not be allowed to continue in the program.

Reporting absences

If your child is unable to attend day camp, please notify day camp coordinator by calling the Y at (641) 752-8658, ext. 307 or via email deb.grove@ymca-ywca.org. Please call by 8:30 a.m. in order for day camp coordinator to call in a correct lunch count.

Personal belongings

Please label your child's belongings.

Please do not allow your child to bring toys from home without permission from the staff. This will eliminate misplaced, broken and lost toys.

Mandatory Reporters

The Department of Human Services requires summer day camp staff to report any suspected cases of sexual or physical abuse or neglect, as outlined in the Iowa Code.

Meals/snacks

Summer day camp will participate in the summer community meal program which provides a lunch for students at no charge. At 9 a.m. a healthy snack will be provided, but is not breakfast. Campers should enjoy a healthy breakfast at home. At 4 p.m. another healthy snack will be provided. The Summer Day Camp program follows the Healthy Eating and Physical Activity guidelines provided by the Y of the USA prohibiting fried foods, high-sugar drinks (soda, sports drinks), and candy. Parents are encouraged to pack healthy, peanut-free snacks and lunches. Water is the drink of choice at Summer Camp and labeled water bottles are encouraged!

Swimming Days

Day Camp will swim twice a week Tuesdays and Fridays, students will walk to the Horne-Henry Center for swimming indoors. Please pack a swim suit and towel for your child on swimming days. Attendance is taken:

- Before leaving the Cultural Center
- Arriving at the Horne-Henry Center
- After swimming, before leaving the Horne-Henry Center
- Arriving at the Cultural Center

Park Days

Fresh air and outdoors exposure are vital to children's development. Summer Camp will walk to Mega 10 Park on Tuesday, Wednesday and Friday, weather permitting and Anson Park on Monday, weather permitting. Please encourage children to have proper gear, such as closed toes shoes, no loose clothing or jewelry. Camp will provide sun screen for all students, unless otherwise requested. Attendance is taken:

- Before leaving the Cultural Center
- Arriving at the park
- Before leaving the park
- Arriving back at the Cultural Center

Field trips

Field trips are planned throughout the summer. There is a weekly trip on Thursdays, unless noted differently. The following safety procedures are followed for all field trips. Attendance is taken:

- Before leaving the Cultural Center
- Before leaving the Cultural Center on the bus
- Arriving at the Field Trip destination after departing the bus
- Before leaving the Field Trip destination and boarding the bus
- Before entering the Cultural Center on the bus.

Students will be in teams/groups guided by at least 2 counselors. ALL counselors are responsible to keep head count and attendance for their team throughout the field trip. Director and/or Coordinator will take roll call before and after getting on/off bus as well as before leaving and at arrival to destination.

Campers should always have proper footwear (NO Flip Flops), and their day camp shirt for all field trips. Shirts are provided to campers when they attend the first field trip. Souvenir money for field trips should be turned into Y staff and is not required. Campers without money will not be allowed in the gift shops. Busses leave promptly at 9 a.m. for most field trips and will not wait for absent campers. Busses will return to the Cultural Center by 4 p.m. unless otherwise noted.

HEALTH POLICIES

In order to protect your child and other children, we have established guidelines for illness procedures. If staff determine a child is sick or contagious, the child will not be able to attend summer day camp. When you are notified your child is ill, we expect for your child to be picked up within 45 minutes.

Exclusion policy

If your child will not be attending summer day camp when they are scheduled for any reason, we ask that you inform staff immediately. If your child has an illness listed below, we ask that they do not attend summer day camp. Children who exhibit the following symptoms will be sent home if they become ill during the day. Your child will be excluded if they are not able to fully participate in activities or require greater individual care than staff can provide.

Sudden Illness

Some signs or symptoms of illness may indicate a serious illness and should be evaluated by a medical professional:

- Lethargy that is more than expected; tiredness
- Uncontrollable coughing
- Unexplained irritability or persistent crying
- Difficult breathing
- Wheezing
- Other unusual signs for child

Special Health Concerns

- Allergies
Please make staff aware of any allergies to medications or food that your child has. We must post your child's allergies to alert all staff, other parents and volunteers.
- EpiPen
Notify staff immediately if your child uses an EpiPen. We require that you supply an EpiPen to be left at summer day camp. Medication Authorization form must be completed with written instructions from the pharmacy or doctor.

Fever Criteria

If your child has a fever (viral or communicable cause), you will be called to come and pick up your child. Before your child can return to summer day camp, they must be fever free for 24 hours.

***If your child is sent home from summer day camp, they may not return the following day.**

Ear, Nose, Chest Infections

If your child has symptoms such as cough, runny nose, watery eyes, sore throat, tiredness, associated with the common cold they may remain at summer day camp, unless there is a fever present or your child cannot participate in normal activity.

Eye Infections

Conjunctivitis or Pink Eye is a viral or bacterial infection. Eyes are pink with creamy or yellow discharge and the eyelids may be matted after sleep. Eyelids and around the eyes may be red and swollen, pain may also occur. Children should be taken to the doctor to confirm the diagnosis. Children may return after symptoms are gone.

Impetigo

Impetigo is a skin sore with a yellow, colored scab. It may ooze and drain. Most sores are on the face, around the nose and mouth. Children should be seen by their doctor. Children can return 24 hours after the medication has been started. Upon returning to summer day camp, your child can not have any weeping lesions present.

Vomiting

A child may not return to the center until free from vomiting for 24 hours.

***If your child is sent home from summer day camp they may not return the following camp day.**

Lice

Live mites or nits (eggs) are present in hair. Children may return following the first treatment. Staff will check the child's head upon arrival when returning.

Scabies

Live mites that invade the webs of the fingers or toes and wrist region and cause rash and severe itching. Child needs to be seen by a doctor and treatment must begin before returning.

Fifth Disease

Fifth Disease is a viral illness (cold and cough) with rash likely involving face (slapped face appearance) followed by a lacey rash on extremities, chest and trunk. It is most contagious 2-4 days prior to rash appearing (not contagious after onset of rash). A doctor should confirm diagnosis. A child may attend camp with rash; however, fever criteria previously listed will apply.

Strep Throat or Tonsillitis

This is a bacterial infection of the throat that a doctor needs to confirm. A child must have completed 24 hours of medication before returning to camp. Fever criteria still applies.

Communicable Disease

Parents should notify staff immediately when a child contracts a communicable disease. Staff will post notices of exposure.

Medication Procedure

If your child needs medication while at Summer Camp, the following procedures will be followed:

- Medication must be in original box or bottle. No medication will be administered otherwise.
- Parents will be asked to fill out a Medical Authorization Form. This is an internal document needed in order to give an medication in the center. Phone approval will not be accepted for medication administration for the safety of your child.
- Your medication must have patient information with it. This information is given to you at the pharmacy. It is imperative that staff is aware of the side effects this may produce in your child.
- Staff will record each and every time a medication is administered on the authorization form.

Special Needs

Children with special needs are welcome to summer day camp. All needs will be reasonably accommodated. If a child is on a care plan, we consider ourselves as part of your child's care team. Please share any care plans with our staff. Please discuss any procedures that need to be followed in the event of an emergency.

SAFETY POLICIES

These guidelines have been set for your child's safety to help ensure a safe environment:

- No child will be left unattended.
- An Authorization Form (for pick up) must be completed (enrollment packet). Parents must list persons authorized to pick up children. The list will be kept in a designated area for staff to use when children are being picked up.
- Parents must sign children in and out when arriving and departing.
- Summer day camp has written emergency plans for fire, tornado, flood, violent intruders, lost or abducted children, power failures.
- Emergency evacuation plans are posted by all exits.
- All staff members are certified by CPR and First Aid.
- First Aid kits are available within the summer day camp, at the Y Service Desk, on the playground and on all field trips.
- Emergency phone numbers are taken on field trips and at any time the children leave the classroom.
- The staff will complete an Accident Report or written notification to parents of minor injuries that occur. Serious injuries will be reported immediately to parents. If needed, emergency services will be called.