

Jerry L. Garver Branch YMCA  
6767 Refugee Rd  
Canal Winchester, OH 43110  
(614) 834-9622  
www.ymcacolumbus.org/garver



YMCA of Central Ohio  
Summer Programs



# Parent Handbook Summer 2009



Jerry L Garver YMCA



# Welcome to YMCA Day Camp!

Let me take this opportunity to sincerely thank you for choosing the Jerry L. Garver YMCA Day Camp for your child this summer. Our experienced camp staff is looking forward to providing exciting and fresh camp programs and activities. It is our goal to help each camper build a healthy spirit, mind and body with an emphasis on character development with our four core values: Caring, Honesty, Respect, and Responsibility.

Please take time to read through this packet and complete all of the enclosed forms. There is a tremendous amount of information here so we encourage you to refer to the enclosed **Parent Packet Form Checklist**. This will inform you of the paperwork that must be completed and returned to us before your child may attend camp. Should you have any additional questions, please contact the camp office and your concerns will be addressed as quickly as possible.

We are offering several Parent Open House events before camp starts for you and your camper that we **strongly encourage you to attend**. At these sessions we will discuss issues such as our payment policy, behavior management policy, and our camp activities. Our Parent Open House Nights will be held at the Jerry L. Garver Branch at the following times:

Saturday, May 30 12:00pm  
Wednesday, June 3 7:00pm

Thank you for your time and cooperation. We are looking forward to an incredible summer filled with happy campers and exciting adventures!

In Camping Spirit,

Brad McCain  
Youth Sports and Camp Director  
614.834.9622 ext: 206  
bmccain@ymcacolumbus.org

## YMCA of Central Ohio Summer Programs

### Important Camp Phone Numbers:

Jerry L. Garver Branch	834.9622
Brad McCain Youth Sports and Camp Director	834.9622 Ext 206 bmccain@ymcacolumbus.org
Carrie Rocco Registrar	834.9622 Ext 207 crocco@ymcacolumbus.org
Jen Kimball Registrar	834.9622 Ext 238 jkimball@ymcacolumbus.org
Mike Sabin Branch Executive Director	834.9622 Ext 215



#### Our Mission:

To Serve the whole community through programs expressing Judeo-Christian principles that build a healthy body, mind, and spirit.

#### Our Purpose:

To provide a quality, character-oriented outdoor experience that is safe, convenient, and creative. These programs present age appropriate opportunities and activities that enhance a child's spiritual, physical, social, intellectual, and emotional growth.



**About our Camp Counselors:**

The YMCA of Central Ohio is a licensed child care facility while the Jerry L. Garver Day Camp is an accredited camp through the American Camp Association (ACA). The YMCA follows all requirements and guidelines set forth by our accreditations. Our summer staff are usually seasonal employees home from school. Most are college aged and are majoring in a related field such as; Secondary Education, Psychology, Leisure Studies and Early Childhood Education. All staff are required to attend a 30 hour training session prior to their first day at camp including but not limited to: Behavior and Risk management, Games, Skits and Songs, First Aid and CPR, Team Building, Child Abuse, YMCA Mission and Character Development and much more. For questions regarding staff, please contact your Camp Director.

**About your Camp Director:**

This is the 2nd year for Brad McCain as the Jerry L. Garver YMCA Day Camp Director. Brad has worked for several non-profit organizations serving children and youth in the fields of camp and youth development. He has spent 9 summers working at residential camps serving economically disadvantaged youth. Brad graduated from Ohio Wesleyan University with a double major in Education and Black World Studies. He is a life-long camper and looks forward to another great summer of making a positive impact on children's lives.

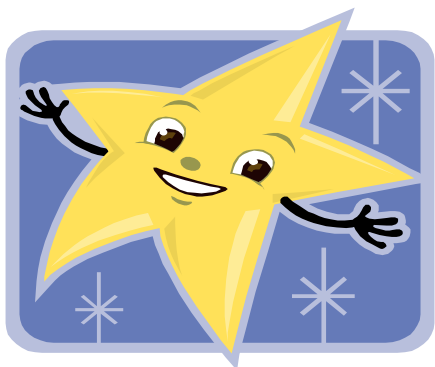


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Registration Process Checklist:

The following is the registration process that needs to be completed in order for your camper to attend camp. If you have any questions about the process, please call the office. Campers will only be considered "registered" when all steps are completed.

- \_\_\_\_\_ Step 1 – Complete application and pay deposit
- \_\_\_\_\_ Step 2 – Complete parent packet forms
- \_\_\_\_\_ Step 3 – Complete payment a minimum of 14 days prior to the first day of selected camp week.



Payment Schedule:

Session 0 (June 8—12)  
 Session 1 (June 15—19)  
 Session 2 (June 22—26)  
 Session 3 (June 29—July 4)  
 Session 4 (July 6—10)  
 Session 5 (July 13—17)  
 Session 6 (July 20—24)  
 Session 7 (July 27—31)  
 Session 8 (August 3—7)  
 Session 9 (August 10—14)  
 Session 10 (August 17—21)

Payment Due:

May 25  
 June 1  
 June 8  
 June 15  
 June 22  
 June 29  
 July 6  
 July 13  
 July 20  
 July 27  
 Aug 3

\*\* County Subsidized Childcare co-payments will be due the first of the month unless special arrangements have been made. Campers may be taken off the roster if payments are not received on time.

Payment Policy:

The YMCA of Central Ohio's association wide payment policy requires three steps to be completed before a youth is permitted into camp. These three steps are to be completed with the camp registrar for the camp location the child will be attending and are as follows:

DAY CAMP HOUSE RULES:

At camp we also have a list of rules and guidelines that we review with your camper each day during Opening Circle. These rules are for everyone at camp including campers, staff, parents and volunteers. If you have questions regarding our Day Camp House Rules please contact the Camp Director.

- Respect the P.O.N.Y.  
 Property  
 Others  
 Nature  
 Yourself
- Use nice words
- Demonstrate the Core Values of Caring, Honesty, Respect, and Responsibility





DAY CAMPER GOALS:

At the Jerry L. Garver Day Camps, we have goals for your camper that we would like to share with you as the parent. We hope to attain these goals each week your camper is with us. If you have any questions regarding these goals please contact the Camp Director.

- Encourage each camper to develop new skills.
- Encourage each camper to improve their understanding of/adherence to the YMCA’s Core Values of Caring, Honesty, Respect and Responsibility.
- Develop in each camper an appreciation for nature, ecology, and preserving the environment.
- Help each camper gain a deeper understanding and appreciation of their own skills and abilities.
- Encourage the development of leadership skills in campers.
- Encourage campers to become responsible members of their families and communities.



- **Step 1:** The Application and non-refundable/ non-transferable deposit may be mailed or brought to the camp registrar of the location the child will be attending.
- **Step 2:** The forms included in the parent packet should be completed and given with immunization records to the camp’s registrar to be processed.
- **Step 3:** Complete payment for camping week should be paid **14 days prior to the first day of the selected camping week** to hold the youth’s spot in the camp. Payments may be mailed to, or dropped off in person at the registration site for your camp location. Campers may be taken off the roster if payments are not received on time. **No campers will be accepted at camp or drop off sites without a full payment, since they will not be fully registered.**

The YMCA accepts cash, checks, money orders, and credit card payments.

\*Payments will not be accepted by camp counselors or at camp locations.

\*\*Payments sent through the mail and not received are not the responsibility of the YMCA of Central Ohio.

Online Payments:

Families may make payments online with their credit card by logging on to the YMCA registration site at <http://reg.ymcacolumbus.org> Once you logon, click on the tab that says “Balance Due(s)” and you can make a payment. Please forward the copy of your receipt to our registrar Carrie at [crocco@ymcacolumbus.org](mailto:crocco@ymcacolumbus.org)

Before & After Camp Care:

We offer Before and After Camp Care from: 7:00—8:30 am and 3:30—6:00 pm. Campers must be signed up for this program. There are separate fees for Before and After Camp Care. An afternoon snack is provided each day at After Care. If a camper is not enrolled in After Care, parent’s have up to 5 minutes after camp to pick up their camper before late fees are applied.

*To sign up for Before and After Care contact your Camp Office today.*

For campers in the Blacklick Day Camp, transportation is provided for campers who are registered in the Before and After Care from the YMCA to the park and vice versa.



**Camping Standards for Excellence:**

All YMCA of Central Ohio Camps are registered through the State of Ohio. For more information or to file a complaint please contact Job & Family Services at (614) 466-7765. All of our Day Camps are accredited through the Ohio Section of the American Camp Association.

For more information on ACA, please go to [www.ACAcamps.org](http://www.ACAcamps.org).

**Hours of Operation:**

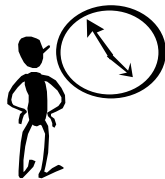
All YMCA camps operate Monday through Friday from 8:30am until 3:30pm.

**Pick-up/Drop-Off**

Campers may not be dropped off until 8:30 and must be picked up within 5 minutes of the camp day ending. Campers not picked up within 5 minutes will be sent with the After Care program and the family will be charged the weekly rate for After Care.

**Daily Release of Campers:**

The parent/guardian must personally check their child in and out of the program each day by signing the daily attendance log available at the site. Parents may designate another responsible adult to pick up or drop off campers if previous written authorization has been supplied to the program. Positive identification must be presented before the child may be released. **No child will be released to anyone without prior written authorization.** Campers may not be dropped off at camp earlier than 10 minutes prior to the start of camp and must be picked up no later than 10 minutes after camp is over. If you have an emergency, please contact the YMCA Branch as soon as possible. The Branch will be able to get notification to the camp and will assist in decision making if needed. Please keep the **Important Camp Phone numbers** handy as this is the list of who to call in case of an emergency or questions. The **Important Camp Phone Numbers** are listed on page 19.



**Swimming:**

Campers will have the opportunity to swim once or twice per week on Tuesdays, Thursdays, or both. The YMCA will provide bus transportation from the park to the YMCA back.

**Information Specifically for Teen Xtreme**

**Camp Structure**

Teen Xtreme is designed for teens entering 7th-9th grades and features a wide range of challenging and unique activities.

**Location:**

Teen Xtreme is located at the Jerry L. Garver YMCA, 6767 Refugee Rd, and utilizes both indoor and outdoor spaces.

**Mega Days:**

Some Wednesdays, teens from all of the Teen Xtreme sites will gather for an activity at one of four different locations. Transportation is provided.

**Swimming:**

Participants will get the choice to swim 2-3 times per week.

**Sign-in and Sign Out:**

After parents have filled out a Permission to Sign Self In/Out, teen extreme participants who are Metro Members are allowed to sign themselves in and out of the program and remain at the YMCA. Teen Xtreme participants who are program members must be dropped off and picked up immediately before and after camp. They are not permitted to be in the YMCA outside of camp hours.

**Field Trips:**

Some field trips may require additional money.



## Information Specifically for Sports Camp

### Camp Structure

At Sports Camp, campers are broken in to age groups for daily sports instruction. In addition to sports skills and games, campers will also participate in traditional camp activities. This camp serves children entering grades 1-6.

### Location:

The Sports Camp Program is located at the Jerry L. Garver YMCA, 6767 Refugee Rd, and utilizes both indoor and outdoor spaces.

### Rainy Days:

Sports Camp will continue as planned on rainy days. If storms occur, programming will be moved indoors.

### Swimming:

At Sports Camp, all campers have the choice to swim daily.

## Information Specifically for Blacklick Day Camp

### Camp Structure

At Blacklick Day Camp, campers will experience a variety of games and activities related to the weekly theme as well as many traditional camp activities. This camp serves children entering grades 1-6.

### Location:

The Sports Camp Program is located at Blacklick Metro Park, off of Livingston Ave, in a reserved shelter.

### Rainy Days:

If there are storms or severe weather, Blacklick Day Camp will move to the Jerry L. Garver YMCA. If it is storming before you come to camp, please contact us at 834.9622 to determine where camp will be held at. If storms develop during the day, buses will provide transportation from the park to the YMCA. Under light rain conditions, camp will proceed at the park.

### Absences

If your child cannot attend camp during a scheduled week, please notify the program director or camp director by calling 834-9622 **before 8:30am**. We need to ensure that the camp staff knows who is expected to be at camp daily for safety check reasons.

### Transportation

When campers ride the bus, the following safety guidelines must be observed:

1. Campers are expected to get on and off the bus in an orderly fashion while listening to the bus driver and the bus duty counselor.
2. Campers are expected to treat others with respect, honesty and caring as well as, show responsibility.
3. Campers should always keep their hands to themselves.
4. Campers should remain in their seats during all times the bus is moving.
5. Campers should exit the bus from front to back and load from back to front.
6. No food or drink is permitted to be eaten on the bus.



**Medications:**

Medical Forms must be completed for every camper. If your child does not need medication, please write in "not applicable" and **sign the form**. If your child is taking either prescription or non-prescription medication that must be administered during camp or extended care hours, please complete the medication treatment form with the name, dosage, and time your child will need the medication. We cannot administer any medication without written parental/guardian consent. All medication will be collected by the Camp Counselor, Site Director or Camp Director at the beginning of each day/week of camp and administered as prescribed by doctor. **Medications must be in the original bottle with the appropriate dosage.** Unused medications will be returned to parent at end of the week. It is recommended that only one week's worth of medication be given to the camp. Campers who use asthmatic inhaler or medications for allergic reactions (i.e. an Epi-Pen for bee stings) may keep their medication on the camper and can only administer it to themselves under supervision of a counselor/adult. The counselor should know where to find the medication in case of an emergency please communicate this with your child and counselor.

Sunscreen and bug repellent is considered a medication and will be stored at camp during the week and returned after lunch on Fridays. Campers may not carry sunscreen and bug repellent on them during camp hours. Please mark all your sunscreen and bug repellent with a permanent marker then cover the name in clear tape. This will keep the name from rubbing off. Also, if your camper is attending Before or After Camp Care please fill out the medical form for sunscreen and bug repellent. This form is required for child care licensing.



**Illness and Injury:**

Camp takes place in an outdoor setting. Some specific hazards that may occur during the course of a normal camp day may include: sunburns, minor scrapes or cuts, slipping, falling, splinters, bumps, bruises, insect bites, ticks, poison ivy, or stinging nettle. In the event any of the above conditions occur, YMCA Camp staff will treat these ailments in accordance with ACA health guidelines (soap, water, ice, bandages). If illness or injury results in a more serious condition than listed above, YMCA Camp staff will contact the parent or guardian immediately to make arrangements for care and/or contact 911. For the camper's safety, it is essential to provide the YMCA with two additional emergency numbers in the event of such a situation.

**Campers do not always inform camp staff of scratches, rashes, insect bites, etc. Please do a daily health check with your child.**

**Fieldtrips:**

Campers will have opportunities to travel outside of camp this summer on a variety of fieldtrips. Most trips are provided at no extra cost, however many campers like to bring spending money depending on the destination. **Please note that any money you send with your camper will be the responsibility of that camper.** Camp staff will not hold, make change for, or replace any money that is sent. A full list of fieldtrips and any additional costs or waivers will be available one week before the scheduled fieldtrip. We do not offer alternate camp care if camper does not attend fieldtrip. We will not refund campers fee if camper does not attend the fieldtrip.

**Lunch/Snacks:**

Breakfast and Lunch are not provided by the camp. In the case your camper forgets his/her lunch, parents will be called to drop a lunch off. If that is not possible, a lunch will be provided; however, a small fee will be assessed. Please be aware of foods which may spoil. The YMCA encourages campers to bring lunches in coolers with ice, blue-ice, or frozen juice boxes. **PLEASE DO NOT SEND POP, CANDY, SALTY OR SUGARY SNACKS.** Some of these items may cause dehydration. Campers are also encouraged to bring healthy snacks to be eaten during breaks. Remember, your child will be more physically active than during the school day and will need to eat more and drink significantly more water.

**Friday Cookouts:**

Friday is camp cookout day. A packed lunch is not needed on this day unless there is a dietary concern. Each child will be asked to bring an item for the cookout to share with the group; plan on sending enough of the below items for 12 people. **Please check your weekly newsletter for this information; it will change each week.** Parents are cordially invited to join us for the cookout. If there are special diet requirements for your child, please let us know and plan to pack a lunch for Fridays. If you have questions, please contact Brad McCain, Camp Director.



**expelled from camp or before and after camp care.**

**What to Bring to Camp:**

Most campers bring a backpack to camp that contain the following items:

- Closed-toe shoes that attach to the foot (NO SANDALS or shoes with heels PLEASE!)
- Water Bottle(s)
- Sunscreen/insect repellent (no spray, lotion only)
- Swimsuit/towel
- A change of clothes
- A rain poncho
- A healthy lunch, snacks & drinks
- Hat and/or sunglasses

**\*Campers should wear OLD CLOTHES to camp with the camper's full name clearly marked on every item brought to camp.**

**DO NOT Bring ANY of the following to camp:**

- Weapons of any kind, including pocket knives
- Drugs or Alcohol
- Electronic Items/Valuables: Game boys, CD players, cellphones, pagers, jewelry, hairdryers, curling irons, etc
- Candy, gum, toys, games, or cards of any kind
- Matches, lighters, firecrackers
- Pets
- Sports equipment, unless specified for Sports camp

\*In the event these items are brought to camp, they will be collected by the Camp Director and only returned to the parent.

**Swimming:**

Campers must pass a swim test before being allowed in the deep end of the pool. Lifeguards will be on duty at all times. Each camper needs to bring a swimsuit and towel. The pool does not allow youth to swim with shorts or t-shirts as swim suits, nor will swimsuits be provided by the camp.



**YMCA Communicable Disease Policy:**

Each Camp Director has been trained to identify the signs and symptoms of illness. Should a camper be found to have a symptom, the parents will be called to arrange for the child to be picked up from camp immediately. The parents will be called if the camper exhibits the following symptoms:

1. Diarrhea (more than one abnormally loose stool within 24 hours)
2. Severe coughing
3. Yellowish skin or eyes
4. Conjunctivitis
5. Temperature of 100 degrees Fahrenheit or higher
6. Untreated, infected skin patches
7. Stiff neck
8. Unusual spots of rash
9. Sore Throat or difficulty swallowing
10. Vomiting
11. Evidence of lice, scabies, or other parasitic infection

A child exhibiting signs of illness will be isolated in the office and the parent(s) will be called. Any camper who has been diagnosed with a communicable illness will **only** be allowed back into camp with a doctor's release.



### Behavior Management Guidelines:

#### I. Philosophy

The YMCA of Central Ohio's behavior management policy is a guidance policy. We help steer children toward self-direction and conflict resolution. Considering each child's age, developmental stage, and personality we establish fair and reasonable expectations of behavior.

When a child is in need of guidance, YMCA staff begin by redirecting the child into more constructive activities. Staff set the example of appropriate behavior by modeling respect, responsibility, caring, and honesty. We teach children nonviolent forms of conflict resolution and assist them in managing their own behavior. We strive to help each child develop positive self-esteem while fostering self-direction.

#### II. Guidelines:

Developmentally appropriate expectations are set for each camper's behavior. Specific guidelines are listed below.

1. The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities.
2. Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs", spitting, and other inappropriate behaviors will not be tolerated.
3. The child will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
4. The YMCA strictly prohibits the use of tobacco, alcohol, and non-prescribed drugs.
5. The child will respect the private property of others and understand that stealing or vandalizing the property of others will not be tolerated. The repair of any maliciously caused damage will be paid for by the parents or guardians of the camper who caused it.
6. The YMCA of Central Ohio has a "no tolerance" policy on weapons.

### III. Behavior Management Practices:

When a child engages in inappropriate behavior that threatens the health or safety of herself/himself or others, YMCA staff will do the following:

1. Take immediate action to stop the behavior.
2. Inform the child and/or parents of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or if the child cannot be controlled "on the spot", it may be necessary to temporarily remove him/her from the situation. Parents may be called to pick up their child. (immediately)
3. In all other situations where the safety of the child or others is not directly jeopardized, YMCA staff will discuss the behavioral problem with the child but will take no further action unless the child repeats the behavior. This process assists the child in learning to take responsibility for his/her actions. In these cases any of the following disciplinary procedures will be used:
  - a. Hold a discussion with the child about the inappropriate behavior and its consequences.
  - b. Inform the child of any discipline action to be taken if the behavior is repeated.
  - c. Redirect or provide time away from the activity, with the child returning to the activity contingent on a willingness to behave appropriately.
  - d. Provide time away from the activity and notify the parent/ guardian of the child's behavior. If the behavior continues, a parent/ guardian conference will be held.

If a child's persistent inappropriate behavior interferes with the needs, safety, or well being of other children, they may be suspended or expelled from camp. The decision to suspend or expel will be carefully considered and discussed before the action is taken. **There will be no refunds if a camper is suspended or**