

Fun in the Sun, Summer Dayz, and Summer Adventures Day Camp

Thank you for choosing the Southwestern Montana Family Summer Day Camp. We are looking forward to a wonderful summer full of activities, fun, and adventures. To ensure everyone is safe and happy at camp please read through the following information and discuss any pertinent information with your child(ren). If you are a returning camper, I have bold and italics the new or important information, just in case you decide to just skim for the highlights. If I can provide you with any additional information, please do not hesitate to contact me at 683-9622 or barb@swmtf-ymca.org. Thanks: Barb

Children will be split into 4 groups: K, 1, 2-3, and 4-6. **We have changed our K-1 program, splitting these 2 groups so our numbers are more manageable. K-1 will still attend Field Trips together.**

We have a white board attached to the fence outside the tent. On this board we will write important information you need to know, so please take a moment to look at it so you know about upcoming events, changes in schedules, the weekly theme, swim schedule, etc.

Each child will have a storage cubby in the tent. In the cubby your child will leave their water bottle and sunscreen. Your child will not need to bring a backpack unless it is their swim day or water week. **Please do not send any toys, games, electronics, etc. to camp with your child. They will not be allowed to use them at camp and the chances are very great that these items will end up lost or broken.**

What to Bring

- a water bottle, **containing ONLY water** (we will fill them throughout the day)
- appropriate clothing (dress in layers, bring a hat)
- appropriate footwear (tennis shoes, flip flops, sandals unless specified for certain weeks)
- a **spray** sunscreen (**not lotion, please**) marked with your child's name (we will spray only your child with his/her sunscreen and will let you know when we are running low-(please sunscreen your child before he/she leaves the house in the morning) If your child does not provide a sunscreen, they are not allowed to use other children's and the Y has a very limited amount, so it is possible your child will not receive sunscreen throughout the day. It is very important children have sunscreen applied throughout the day so please make this a priority.
- A stick sunscreen for faces, **again, not lotion, please** (this is optional, but the kids tend to not like to have their faces sprayed so this is a good alternative).
- swimwear and towel as specified. This year we are doing things a little different so your child will be needing swimwear more often. Please check your monthly calendar of events so you know when your child needs to bring or wear swimwear.

*****The reason we ask for spray sunscreen only is we have 30-40 kids in each group to sunscreen several times throughout the day. If we have to put lotion on each one of them all we will have time for each day is getting on sunscreen. Thank you for understanding that it just is not possible for us to put lotion on everyone and spray sunscreen is our only option to ensure all kids are protected from the sun.**

Arrival

Please do not arrive prior to the start of camp (7:45am). The main gate and back door will not be open until 7:45am each day so please do not drop your child off early as they will have no supervision and no where to go. Please do not enter the YMCA through the front

doors to bring your child into the building. Everyone needs to use the back door designated for summer camp.

*****CONSTRUCTION!!! Exciting news, the Y is going to begin construction on the new gymnasium. The summer camp tent will be relocated to between the back parking area and the walking path. We will have a drop area clearly marked so you can just stop and let your child out or you may also park in a space and walk your child in. Please enter through the YMCA main parking lot, not the dirt road in back, make a loop to the drop off area and then back out through the main parking lot. We will mark this path so you know exactly where to go as we are unclear as to what stage of construction this parking area will be.**

Departure

Camp will end at 5:30pm daily. You may pick your child up anytime during the day. Please let a counselor know approximately what time you will be coming if you will be early as we are not always right at the YMCA and they can inform you as to where your child will be. Please notify the camp if you are detained. A late pick up fee will be assessed at \$1/minute.

We will have a designated pick up form on file for your child. We will only release your child to the people you indicate are allowed to pick up your child. If you plan on sending your child with someone other than those on your list you must make arrangements with the camp as to who is picking your child up or they will not be released. The front desk will not be taking calls to change pick up personal. That needs to be done with a camp counselor.

If there are custody issues or your child is under a protective order it is imperative we are aware of these issues. We will need the name of the person that is not allowed contact with your child as well as a picture so we can ensure the safety of your child to the best of our abilities.

Clothing

Children should wear clothes suitable for a very active day at camp. They should also wear "play" clothes as we will be using paint, chalk, and many other arts and crafts items daily. Please do not send your child in expensive clothing or shoes. **Please make sure your child comes prepared to swim according to the monthly schedule. Please note if your child should wear his/her suit under their clothes or bring their swimwear in a backpack.**

Conduct

Our code of conduct is committed to providing a safe and welcoming environment for all of our camp participants and staff. We ask that individuals act appropriately while they are in our program. Our code of conduct includes respect for others and property, being responsible, being caring and compassionate toward others, and being safe. Any behavior that does not fall within these areas of behavior will be considered unacceptable.

Specifically this includes:

- Name calling, angry or vulgar language or gestures, or shouting at others.
- Physical contact with another person (camper or staff) in an angry or threatening way.
- Harassment or intimidation with words, gestures, body language, or other menacing behavior
- Carrying or concealing any type of weapon or an object that may be used as a weapon

Participants are responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain from doing so. If they should need help, our staff is

trained to respond to any reported violation of our code of conduct. Please help your child understand that he/she must not hesitate to ask a counselor for help dealing with a situation in which they feel they cannot handle.

Our policy for rule infractions is as follows:

Minor infraction: the counselor will talk to the child about the behavior and find a remedy to bring it to an end. The child may sit out of an activity for a designated time.

Major infraction (or repeated minor infractions): The child will be given a write up:

1st write up: The child will discuss the write up with the counselor and when parents arrive to pick up the child they will also be made aware of the write up.

2nd write up: **The parent will be given the write up when they pick their child up from camp and the child will not be allowed to return the following day.** A meeting with the child and parent will take place with the counselor giving the write up and the child may return after one day of suspension.

3rd write up: **The parent will be given the write up when they pick up the child from camp and the child will not be allowed to return for a period of 1 week.** Before the child will be allowed to return the parent, child, and any counselors with information on the problem behavior will have a meeting to discuss the child's options to continue at camp. It is the parent's responsibility to contact the camp director to set up an appointment.

4th write up: The parent will be called to immediately to pick up the child from camp and the child will be exited from the program for the remainder of the summer.

****Dismissal from camp due to 4 write ups or any other extenuating circumstances due to the child's behavior may occur at any time during the summer and no refunds will be given for camp dismissals.****

Disabilities

In order for us to provide the best day camp experience for your child, we ask that you notate any special needs your child has on his/her registration form. Also, please come speak with the camp director for any special considerations your child may need.

Illnesses

We reserve the right to refuse any child that is ill or has a fever from attending camp. If your child is sick, please keep him/her at home. If a child becomes ill during camp, a parent will be notified to pick-up the child. If the parent is unavailable, an emergency contact will be called.

Lice Policy: Any child deemed to have lice will be sent home immediately. The child will need to be kept home until a lice treatment kit has been used successfully. Please remember that when your child contracts lice you need to wash/decontaminate your house, toys, brushes, etc. in order to keep the lice from returning.

Lunches and Snacks

Last summer we were able to offer sack lunches to all children through the Dillon Elementary School. The school has again put in for the grant for this program and is very confident they will receive it. We will know before the beginning of camp for sure if sack lunches will be available. Children can either have school lunch or bring a lunch from home.

We will serve hot lunch sporadically throughout the summer. We will send home a monthly menu so you know when lunches will occur. We will ask the children if they would like to have hot lunch a couple days prior to the hot lunch day, if they choose to not have hot lunch, they may have a school lunch or bring one from home.

The children will receive both a morning and afternoon snack each day. Last year, the school summer lunch program provided snack and we anticipate they will be again this summer. If they are unable to provide snack, the YMCA will provide these snacks each day.

Emergency Procedures

All precautions will be taken to prevent serious health risks to all of our campers. In the event that a minor injury occurs, a certified staff person will administer first aid at the campsite or area where the incident occurs and an incident report will be filled out.

The following procedures will be implemented in the event of a major injury or health problem

1. 911 will be called.
2. A First Aid/CPR/AED Certified staff person will administer immediate first aid at the campsite until professional services arrive. (All staff members hold current certification from the Red Cross)
3. The parent will be contacted. If the parent cannot be reached, the emergency contact person will be notified.
4. A staff person will accompany the child to the hospital and will remain with the child until the parent or emergency contact arrives.
5. The incident will be recorded on a Southwestern Montana Family YMCA incident report.

Rules and Safety

Safety is important to our camp program. All children MUST be brought to and picked up from camp by a parent or person authorized by the parent. Camp rules will be established and discussed with the children at the beginning of camp and regularly reviewed to ensure the safety of all campers. Please review the following rules with our child:

1. Stay off fences and gates
2. No horseplay, screaming, or yelling in any of the buildings
3. No inappropriate or abusive language is permitted
4. No hitting, kicking, or other physical abuse is permitted
5. Listen to and respect the rules and boundaries of any games played
6. Listen to and respect camp counselors and camp participants
7. Participate and cooperate during activities
8. All campers will be expected to show good sportsmanship and teamwork

Please fill out the attached form designating persons allowed to pick your child up from camp. Any of the people on your form will be allowed to pick your child up from camp without any prior communication to our staff. If someone other than a designated person will be picking up your child, we must have direct communication with the parent designating the person. (ie- phone call to one of the camp staff members (not the front desk staff), speak to one of the staff directly, send a written note with your child) The person picking up your child will also need to sign a form when they arrive at camp.

Field Trips

We will go on a field trip every Thursday. Rules for behavior on the bus and on the trip will be discussed with the children before departure. **We will email permission slips for the following weeks field trip on Friday. All slips will need to be returned by Tuesday at the end of camp. Those receiving an email copy will be able to electronically sign. If you choose not to receive the emailed copy, it is your responsibility to obtain a permission slip from the designated area in the camp tent and sign and return it by the end of camp on Tuesday.** All permission slips must be signed Please read the information carefully and ask any questions you might have. **Permission slips need to be returned by Tuesday so we know how many kids will be attending each week. We have limited space available on the bus so those returning permission slips late may not be able to attend the trip. We do not provide alternate care on Thursday for those not going on the field trip.** Our transportation is furnished by the BCHS transportation department and camp counselors supervise both the bus and the field trip.

Fun Fridays

We have changed field trips to Thursday due to many families wanting to pick their children up early on Friday to enjoy a little longer weekend making it impossible for some children to attend the trips. On Fridays, we will rotating through 4 walking field trips in town giving parents the flexibility to pick their child up early. We will be rotating through the following:

Park

Splash Park

KOA Outdoor Swimming Pool

YMCA water day and swimming

These trips are shown on your monthly calendar. Please make sure your child comes prepared for the in town field trip they will be enjoying each Friday.

Communications:

If you need to get a hold of the camp for any reason, please contact Barb at 925-9701. You can text or call but please know that we are very busy and it is very loud and I might not be able to take a call. I will return your call as soon as possible though. Please do not call the Y front desk as messages do not get to us in a timely manner. Also, any paperwork must be brought out to a camp staff member, not left with the front desk staff. If you are unable to reach Barb, you may also try Kelsi at 660-1326, but please attempt contact with Barb first.

Thanks for working with us on this, I think it will make communication much better this summer.