

**MAHASKA COUNTY YMCA  
SUMMER DAY CAMP  
2010**

**PROGRAM POLICIES  
and  
PARENT HANDBOOK**



**MAHASKA COUNTY YMCA  
414 NORTH 3<sup>RD</sup>  
OSKAHOOSA, IA 52577  
641-673-8411**

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## **Program Statement, Purpose, and Goals**



### **Mahaska County YMCA Mission Statement**

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

### **Program Statement**

Through the Mahaska County YMCA, a summer day camp program for elementary age children (5-12) is offered. Tuition fees fund the cost for operation of the program through the weeks school is out of session. The program stimulates campers' social, physical, and intellectual abilities through participation with their peers and adult mentors.

### **Purpose of Program**

The purpose of the program is to serve the school and the community population by providing quality learning and enrichment programs for all children enrolled in the Mahaska County YMCA Summer Day Camp. The safety and security of children during the summer hours is of primary importance to the program.

### **Program Goals**

1. To provide quality summer enrichment activities for elementary age children.
2. To provide a structured and safe environment, which stresses responsible behavior, respect for others, and positive attitudes for all students.
3. To provide a caring staff who will interact with the campers in group and individual situations.
4. To provide communication with parents regarding their children's general well being.

## Registration and Payment



### Registration and Enrollment

Every camper's parent/guardian must complete and sign enrollment packet each summer. This includes child release authorization, a registration form, general authorization form, health form, and emergency contact form.

Children who are enrolled in the Summer Day Camp, but are removed from the program for any reason (voluntary, disciplinary, late fee payment, etc.) will not be guaranteed re-enrollment in the program. In this case, parents/guardians may request their children's names be placed on a waiting list.

### Tuition

Tuition payment for all campers must be paid in advance and on a weekly basis. Parents/guardians must pay the fee by Friday before the week of participation. Tuition may be paid either by check or money order made payable to the Mahaska County YMCA, or online at the YMCA website. **Scholarships are available to those who qualify, thanks to the support of the United Way of Mahaska County.** Applications are available at the front desk at the YMCA.

### PRICES FOR SUMMER DAY CAMP

#### Member Rates

Full Week -\$130  
Part Time\* - \$90

#### Non-Member Rates

Full Week - \$160  
Part Time\*- \$144

#### Adventureland Week

#### Member Rate

Full week - \$150

#### Non-Member Rate

Full week -\$180

\*Part time tuition covers up to three days of camp during one week. Campers attending more than three days must pay tuition for the entire week. Part time rates remain the same during Adventureland week for campers not attending on Friday; for campers attending on Friday, part time tuition increases to \$110.

#### Camp Start Date

June 14...  
June 21...  
June 28...  
July 5...  
July 12...  
July 19...  
July 26...  
August 2...  
August 9...

#### Payment Due

...June 11  
...June 18  
...June 25  
...July 2  
...July 9  
...July 16  
...July 23  
...July 30  
...August 6

### Late Payment of Tuition

Payments are due on Friday for the upcoming week. If payment is not received by this time, the child will not be allowed to participate in the program until payment has been received. If a child is absent the last day of the week, payment is due the first day the child returns to the program.

## LOCATIONS AND SCHEDULE



### CAMP AND FIELD TRIP LOCATIONS

All campers must be dropped off and picked up at the Mahaska County YMCA (414 North 3<sup>rd</sup> Oskaloosa, IA). When we are not on field trips, we will be either at the YMCA or at the campgrounds at Lake Keomah (2720 Keomah Lane, Oskaloosa, IA).

Counselors and campers will often take field trips in Oskaloosa and surrounding communities. The locations of these field trips are listed on the day camp schedule and will be included in the weekly information letter.

### HOURS AND DAYS

The hours of the Summer Day Camp are Monday through Friday, beginning at 6:00 A.M. and ending at 6:00 P.M. There is no camp on Saturdays or Sundays.

### DAILY SCHEDULE

The following schedule is a typical day for the Summer Day Camp. However, the schedule may vary slightly due to weather and planned field trips. This will be explained in greater detail in the weekly information letter.

Drop off begins	6:00 am
Breakfast	7:00 – 7:30 am
Games/Crafts at YMCA	7:30 – 8:30 am
Morning field trip	8:30 am – finish
Lunch time	11:30am – 12:00pm
Afternoon field trip	12:00pm – finish
Camper pick up	5:00pm – 6:00pm

### WEEKLY THEMES

Week 1	June 14 – 18	Nature
Week 2	June 21 – 25	History
Week 3	June 28 – July 2	Science
Week 4	July 5 – 9	Games
Week 5	July 12 – 16	Animals
Week 6	July 19 – 23	Fair
Week 7	July 26 – 30	Wet and Wild
Week 8	August 2 – 6	Creative Expression
Week 9	August 9 – 13	Sports

### OVERNIGHT AT LAKE KEOMAH

The day camp counselors hope to offer opportunities for campers to spend the night at Lake Keomah. This would only be possible through involvement of the parents/guardians of the campers. When overnight opportunities are scheduled, the dates will be announced in the weekly newsletter.

## **Attendance and Camper Pick Up/Drop Off**



### **Attendance**

Transportation to and from the YMCA is the responsibility of the parent/guardian. They are required to sign in and sign out their campers with the camp counselors every day. All campers must be picked up and signed out by 6:00 P.M. each day.

Campers' attendance for each week must be confirmed with camp counselors by the Friday before the week of participation. If the camper will not be present for all five days of camp, their attendance must be indicated in a written and signed note given to the front desk at the YMCA.

If a parent/guardian needs to contact the YMCA in case of unplanned absences or emergency (illness, family issues, etc) the front desk of the YMCA may be contacted at 641-673-8411, and the site supervisors will be contacted and informed of the situation immediately.

### **CAMPER DROP OFF**

Parents/guardians are required to drop off and sign in their campers at the YMCA, no earlier than 6:00 AM and no later than 8:30 AM.

Unless noted on the schedule, the campers will not leave the YMCA before 8:45 AM. If a camper is not present by 8:30, they cannot attend camp for the day, and fees for the day cannot be refunded.

### **CAMPER PICK UP**

Campers may be picked up beginning at 5:00 PM (unless noted on the daily schedule in the weekly newsletter) and must be picked up before 6:00 PM. If campers will not be ready for pick up by 5:00 PM on certain days, parents will be informed in the week's informational newsletter. Early pick up is permissible by signing out the camper with counselors at the day camp, but campers are not always on site at the YMCA during daytime hours.

Children will be released **only** to persons who are authorized to pick them up and are listed on the registration form. The authorized person will be required to show a picture ID and sign the child out. If someone other than the authorized persons will pick up a child, prior written permission must be turned into the YMCA's front desk, stating the name and telephone number of the person who will pick up the child.

### **Late Pick Up Policy and Fees**

The first late pick up (after 6:00 PM) violation will result in a warning. A second violation will result in \$1.00 per minute fee for the time the camper remains at the YMCA. A third violation will result in \$1.00 per minute fee and dismissal from the program for the following week. Each late pick up after the third violation will result in dismissal from the program for one week. Four violations of fifteen minutes or more will result in dismissal from the program for the rest of the year.

If no one comes to pick up the child from the Summer Day Camp by 6:10 P.M., the child's parent/guardian will be called. If the child's parent/guardian cannot be reached, other authorized persons listed on the registration form will be called. If no one can be reached to pick up the child by 7:00 P.M., the camp staff will call 911 and release the child into the custody of the police.

## **General Information**



### **Informational Newsletter**

An informational newsletter will be emailed to parents/guardians every Friday by 7 PM. The newsletter will include an informal report on the week ending on Friday, and information on the following week of camp, including field trip locations, items/money campers will be asked to bring for activities, and days when lunches cannot be refrigerated/heated. The newsletter will also be available on the YMCA website. If a parent wants a paper copy of the newsletter, they may request one.

### **Supervision**

Counselors who are 18 or older, and trained and certified in first aid and CPR will supervise all campers. The Iowa Department of Human Services established a supervisor to child ratio minimum of 1:15. At all times at the day camp, a 1:10 counselor to camper ratio will be maintained. More information on counselors is available on the YMCA website: [mahaskaymca.org](http://mahaskaymca.org).

### **Transportation**

Counselors will take campers on frequent field trips. All trips will be made on the Mahaska County YMCA bus. Only licensed and qualified personnel will operate the vehicle.

### **Breakfast, Lunch, and Snacks**

Breakfast is offered for campers between 7:00 and 7:30 AM. The cost is \$2.00 per breakfast. Parents/guardians who want their campers to eat breakfast at the YMCA must sign up and pay for breakfast weekly by the previous Friday or by 7:00 AM Monday morning. Campers who are dropped off after 7:30 AM will not receive breakfast. It is important that each camper eats breakfast every day. If a camper will not be dropped off before 7:30 AM or if the camper will not eat breakfast at the YMCA, it is necessary that they eat breakfast before being dropped off at camp. **Campers may not bring their own breakfast to camp.**

**Campers are required to bring their own lunch to camp each day.** This must include a beverage. The YMCA has a refrigerator and a microwave available for camper use. On some field trip days, campers must bring a lunch that does not require a refrigerator or microwave, or bring money to purchase a lunch. These days will be noted in the weekly newsletter. If your camper forgets their lunch one will be provided to them by the YMCA kitchen at the cost of \$2.00 per lunch. Light snacks will be provided each day. Snack examples include crackers, granola bars, milk or juice, fruit, cereal bars, and cheese sticks.

If a camper repeatedly does not bring a lunch, the camper's parent/guardian will be contacted and the situation addressed.

## **REQUIREMENTS FOR CAMPERS**



### **REQUIRED FORMS**

All campers must have their registration form, health form, and emergency contact form completed by a parent/guardian in order to attend camp.

### **REQUIRED ITEMS/CLOTHING**

Campers must wear socks and closed-toes shoes every day. Crocs are not allowed. Campers may bring flip-flops only for wearing around the pool.

Campers are required to bring their swimming suits, a towel, and a plastic bag for wet items every day, as the weather may change our plans and we will swim as a backup activity.

Campers must bring sunscreen and bug spray. Counselors will ensure that all campers apply these. If your child sunburns easily, we recommend sending a baseball cap and sunglasses along with them for outdoor field trips.

Whenever possible, everything a camper brings to camp should be clearly labeled with the camper's first and last name.

### **ADDITIONAL PERSONAL ARTICLES**

Campers are discouraged from bringing unnecessary items to camp. This includes but is not limited to toys, trading cards, money, and valuable items. Campers should not bring sports equipment unless requested by staffers.

Electronic devices (cell phones, handheld video game systems, iPods/mp3 players, etc) are not permitted to be brought to camp. If a camper brings an electronic device, it will be held at the front desk until the camper is signed out.

On field trip days, campers may bring spending money with them that may be held by the camper or a counselor. The maximum amount of money a camper may bring for specific field trips (either \$5 or \$10) will be indicated in the weekly newsletter.

**The program will not be responsible for lost, stolen, or traded items or money.**

## **Medical and Health Policies**



### **Medications**

If your camper needs to take medication during the camp day, you may request a medication release form which must be completed, signed, and turned in to the counselors of the Day Camp. The counselors will only dispense prescription medication that has been indicated on this form, and cannot dispense any other medication to campers.

### **Camper Accidents, Injuries, or Illness**

The Site Supervisors (Justin Day and Casey Bisher) or another counselor knowledgeable in first aid will address minor injuries. If medical attention is needed, 911 will be called for assistance. If a child suffers an injury not requiring medical attention, the parent/guardian will be informed at the end of the day.

If a child becomes ill while at day camp, the child's guardian will be contacted and will be required to come pick up the camper.

In the event of serious illness or injury, the child's parent/guardian will immediately be contacted. If they cannot be reached, other authorized persons listed on the child's emergency contact form will be called. The signed authorization on the child's health form allows the counselors to secure prompt treatment for the child. If ambulance service or medical attention is required, they are the financial responsibility of the parent/guardian of the child.

After a child has received medical attention, they may only be released into the care of those authorized on the registration or emergency contact forms.

## Positive Guidance and Discipline Policy



### Positive Guidance and Discipline Policy

The Summer Day Camp counselors believe children learn self-control when adults teach them with dignity and use consistent discipline techniques. The counselors, through positive guidance and by setting an example through their own behavior, hope to prevent problems of discipline. It is our desire to communicate effectively with parents/guardians of campers about their campers' behavior, and to do everything we can to assist campers with self-regulation and making responsible choices.

In an effort to maintain uniform handling of discipline problems and corrective discipline procedures for certain situations, the following guidelines have been established (though they are not inclusive of all possible misconduct):

#### Minor Offenses

- Back talking to staff
- Not listening to direction
- Name calling/teasing
- Being disruptive/loud
- Bringing unnecessary items
- Play fighting or wrestling
- Leaving area without permission
- Going into others belongings

#### Major Offenses

- Fighting/kicking
- Foul language
- Going to unauthorized areas
- Throwing objects at others
- Destroying equipment
- Destroying property
- Lying and deceiving
- Endangering safety of others

The corrective procedure for each category is as follows:

#### Minor Offenses

- Oral warning
- 2<sup>nd</sup> Oral warning
- Timeout
- Written warning
- Parent conference
- 1 day suspension\*
- 3 day suspension\*

#### Major Offenses

- Timeout
- Written warning
- Written warning/Director-parent conference
- 1 day suspension\*
- 3 day suspension\*
- Expulsion from program\*\*

\*Suspension is from program days (weekends/holidays do not count)

\*\*Expulsion from the program is for one calendar year. There will be no refund of fees already paid. We reserve the right to bypass corrective procedures based on the severity of action.