



KIDS OF THE FUTURE ARE MADE HERE.

OUR DAY CAMPS ARE OUT OF THIS WORLD!

- 11 full weeks of camp available with no contracts!
- 7:00 AM - 6:00 PM care fits a variety of schedules!
- Interactive STEAM activities keep little minds engaged!
- Weekly field trips and swimming opportunities!
- Fun weekly themes covering a variety of topics!

Registrations
received by **Saturday,
May 2, 2020** will
receive **\$30 off**
registration fees!

**AMITY TOWNSHIP
COMMUNITY PARK**
1967 Weavertown Road
Douglassville, PA 19518
610-378-4732



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN. PLAY. EXPLORE.

The YMCA of Reading & Berks County
Summer Day Camp Handbook



Amity

Welcome to the YMCA of Reading & Berks County Summer Day Camp!

Summer Day Camps at the Y share one thing: they're about discovery. Children have the opportunity to explore nature, find new talents, try new activities, gain independence, and make lasting friendships and memories. And, of course, it's fun too.

5 REASONS WHY CHILDREN SHOULD EXPERIENCE YMCA DAY CAMP

- 1) Adventure – YMCA has new adventures for everyone.
- 2) Experiences – Explore the outdoors, new friendships and leadership.
- 3) Personal Growth – Learn new responsibilities and challenges.
- 4) New Friendships – Amidst the fun of games and swimming friendships form.
- 5) Memories – Summer Day Camp is an unforgettable experience that will give each camper memories that last a lifetime.

CAMP GOALS

- To provide a memorable, educational, enjoyable, and enriching experience for youth.
- To help children grow spiritually, mentally, physically, and socially.
- To help children develop good character.
- To help children gain an appreciation of nature.
- To help our staff develop and refine leadership skills.

CLARIFICATION OF GOALS

Through our daily programs, the YMCA creates a positive experience for each child. We do more for our youth than just baby-sit. At our camps, children learn to develop a good relationship with their counselors, have fun, and make friends. In short, we create an enriching experience that a child will remember for a lifetime.

The goals that we have listed fit with the national goals of the YMCA – to help people reach their full potential in spirit, mind, and body. We teach children to learn and to think, to develop and maintain physical fitness, to develop faith for daily living, and to interact with others in a healthy manner. In addition, everyone in our camp exemplifies good character. We define good character as showing caring, honesty, respect, and responsibility in everything that we say and do.

As mentioned above, this camp does more than babysit. Therefore, children must be able to thrive in a group setting of school age children. We do not provide one on one care. Children should be sufficient in most self-help skills such as toileting, changing, group behavior/interactions, and eating procedures.

EQUAL OPPORTUNITY

The YMCA of Reading & Berks County is an equal opportunity provide. Applications for enrollment are accepted without regard to race, religion, sex, disability, sexual orientation, political beliefs, family status, or national origin. We celebrate diversity and know that our children benefit through an enriched learning environment.

REGISTRATION PROCESS

Each camper's parent or guardian must complete the camper registration packet. The following forms must be completed and returned **BEFORE** your child attends camp.

The following forms must be completed and returned:

- Registration Form
- Emergency Contact Information Form
- Parent Agreement
- Camp Payment Policy
- Code of Conduct
- Sunscreen Policy
- Medication Log (if necessary)
- Health History Form (with allergies)
- Waiver of Liability
- Aeroball & Inflatable Release Forms

The following must be brought to the Y:

- A wellness visit or doctors report from within the last two years
- Most up to date shot record

CAMP HOURS

Summer Camp opens at 7:00am. We will not accept children any earlier. The YMCA's Day Camp program begins their "camp" activities at 8:30 AM and concludes at 4:30 PM. Any family who must drop off during this period of time is responsible for making special accommodations with the camp director in advance. Please be aware that it is the parent and guardian's responsibility to meet the group for special drop offs and pick-ups. The Day Camp program will not "wait" to meet you. Please pay close attention to any schedule changes given or posted by the camp director. Camp

will close promptly at 6:00pm. A LATE FEE of one dollar will be charged for every minute up to 15 minutes that you are late and then \$5 for every 15-minute segments thereafter.

DROP OFF/ PICK UP

When you get to camp, you will be required to sign your child into the program. You will also be required to sign your child out of the program upon pick up. You **MUST** have all paperwork returned by the first day your child attends camp. You need to identify the name of each person that is allowed to pick up your child, including yourself. **WE CANNOT RELEASE YOUR CHILD TO ANYONE THAT IS NOT ON THIS PAPERWORK.** We will contact the parent/guardian for permission if someone not on the list comes to pick up the child. We know that emergencies happen so parents should send written notice (signed and dated by the parent/guardian) when someone not on the pickup list will be coming to pick up their child.

WHAT TO BRING TO CAMP

- Lunch & Snack- NO peanut products or items that need to be refrigerated or microwaved.
- Swimsuit & Towel- Bring these items every day for water play and pool time.
- Sunscreen & Water Bottle- Please label these items with your child's name.

**If a camper brings a peanut product to camp, the camp staff reserves the right to call parents for a new lunch/snack or have this child eat in a separate area from other campers.

*The YMCA is NOT responsible for personal items brought to camp by your child that are lost, stolen, or damaged. Please label all personal items in advance.

ELECTRONIC'S POLICY

YMCA staff will not be held accountable for any electronics that are lost, stolen or broken, if you have a question about this policy please see a YMCA staff member.

DAILY ATTIRE

T-shirt, shorts or pants, and sneakers; make sure your child is comfortable. We are a highly active camp and suggest that campers should not be sent to camp in their best clothing. No sandals or flip-flops! The following clothing items will NOT be allowed at camp: clothing with bad words, gestures, or sayings; clothing with tobacco, drug, or alcohol symbols or words; clothing that is obviously too small, too short, or showing the camper's mid-drift (at discretion of camp director).

FIELD TRIP ATTIRE

Your Summer Day Camp T-shirt must be worn on field trip days, so that each child may be identified as part of the group. Please refer to your weekly schedule for designated field trip days.

SICK CAMPER

If your child is sick and has a fever or any other illness that may be contagious, we ask that you keep your child at home until they are healthy again. This helps to prevent illness from going to all the children and other staff in our camp. In addition, if your child gets sick during camp, we will call you immediately to pick them up. Again, this will allow us to protect all the children and staff from getting sick. This includes, but is not limited to, fever, head lice, vomiting, cold/cough, headaches, etc.

DISPENSING MEDICATION

Medications can be administered to children by our Camp Director only. If your child has a medication that they must take, you need to bring it to camp in the ORIGINAL MARKED bottle with written administration instructions and the number of pills in the bottle in a zip lock bag. You must also fill out a medication authorization form for medication to be dispensed. This form is attached at the end of this packet. All medications will be counted to ensure that no one else is using your child's medication and the Director will inform you when the supply gets low. The Director will also record the administration of the medication on a medication log to ensure that each child is getting the medication correctly.

RISK MANAGEMENT

The YMCA of Reading & Berks County Association takes the business of children very seriously. Nothing is more important to us than your child. In order to share that responsibility with you, we have several policies, procedures, and expectations that you must be aware of.

The YMCA has an extensive risk management program that has been developed and monitored by a committee of volunteers who are experts in the area. Our day camp staff is expected to read, sign, and follow our Staff Code of Conduct; failure to follow this Code of Conduct may result in termination of employment. All staff receives extensive training in the area of child abuse and is able to recognize the signs of abuse. Please note, the YMCA is a mandated reporter of suspected abuse of a child and is required to report any suspicion to Children and Youth Services.

In addition, Video Cell Phones are not permitted at camp. A supervisor will secure Video Cell Phones brought to camp, by a camper or staff member until the end of the camp day.

Our staff is not permitted to make contact with a child or children via the internet. Please notify the Day Camp Director immediately if this occurs. If there is an unusual circumstance in which e-mail is the only means of communication, then the staff is required to have permission from their supervisor and the supervisor must be copied on the e-mail sent.

PROGRESSIVE DISCIPLINE POLICY

The YMCA wants every child to succeed and enjoy their time at Y Camp. Unfortunately, there are times when discipline is necessary and the following discipline plan will be enforced. The YMCA staff cannot provide one on one care for any child. If your child requires special attention due to behavior issues, a behavior plan will be developed with our staff, your child and a parent or guardian. If the plan developed cannot be maintained, as a last resort, suspension or termination from camp will result.

These are the Consequences for Inappropriate Behavior:

Consequence #1: Warning.

Consequence #2: Written warning & action plan

Consequence #3: After three write ups, child will be suspended for three days.

Consequence #4: Upon returning to camp, after first suspension, if another write-up occurs, child will be suspended for one week.

Consequence #5: Upon returning to camp, after second suspension, if another write-up occurs, child will be suspended for the rest of the program.

Please Note: All disciplinary issues are at the discretion of the Branch Executive, Program Director, Camp Director, and camp staff.

SUPPORT SERVICES AND POLICIES

Our goal is to provide safe, high quality programs in an environment where every child can thrive, grow, and have fun. To ensure success, we must work with you to maintain open and clear communication at all times so that we can deliver a positive experience for your child while they are in our care. The Y adheres to state childcare

ratios for school-age children and the appropriate compliment of staff. Although the YMCA cannot provide a 1:1 staff to child ratio, we welcome the opportunity to work with you on a solution for your child's needs. If your child receives support services at school, we would be more than happy to discuss how we might be able to incorporate these services into our program. If your child has an IEP or support plan, please provide a copy so we can accommodate your child the best we can.

Camp General Information

Amity YMCA

LOCATION: Amity Township Park, 1967 Weavertown Road, Douglassville

PHONE NUMBER: 610-378-4763

Program Coordinator Ashley S Price

Email: aprice@ymca-berkscounty.org

WEBSITE: www.ymca-berkscounty.org

REGISTRATION INFORMATION:

To register, all paperwork in the parent packet must be completed and returned to the YMCA prior to the first day attended. Incomplete packets will not be accepted and may delay your child's start date. Upon returning the parent packet, registration fees must be paid. The registration fee covers the following: registration and camp t-shirt, field trip costs, swimming fees, and other special activities that your child will participate in throughout the summer.

2020 Summer Day Camp Registration Fees	
Early Bird (Before May 2 nd)	\$80.00 per child
Regular (After May 2 nd)	\$110.00 per child

There is a \$10 sibling discount per child on registration fees.

CAMP FEES:

2020 Summer Day Camp Pricing	
3 days	\$90.00 per week
5 days	\$120.00 per week

**Note: The YMCA no longer offers pricing for one, two, or four days.

HOURS: 7:00 am to 6:00pm, Monday through Friday

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182; 3280.124 (a)(b), 3280.181 & 182; 3290.124 (a)(b), 3290.181 & 182

CHILD'S NAME		BIRTHDATE
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S) # 's Required NAME TELEPHONE NUMBER WHEN CHILD IS IN CARE		
PERSON(S) TO WHOM CHILD MAY BE RELEASED # 's Required NAME ADDRESS TELEPHONE NUMBER WHEN CHILD IS IN CARE		
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INCLUDING MEDICATION REACTION)
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION		MEDICATION, SPECIAL CONDITIONS
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE		ADMIN. OF MINOR FIRST - AID PROCEDURES
WALKS AND TRIPS		SWIMMING
TRANSPORTATION BY THE FACILITY		WADING

If the persons are the same the info must be the same.

Must be the same as the Health History Form



PERIODIC REVIEW



SIGNATURE OF PARENT or GUARDIAN DATE

SIGNATURE OF PARENT or GUARDIAN DATE

AGREEMENT

55 PA CODE CHAPTERS 3270.123 & 181(C); 3280.123 & 181(c); 3290.123 & 181(C)

Name of Child:		Circle One: Male Female	
Fee Amount (Circle One): \$90 \$120	Per Week	Day Payment to be made: FRIDAY, BEFORE CARE	
Services to be provided as part of the day care fee (examples: transportation, care, meals, etc.)			
-All day care (camp) -Transportation to and from field trips/pool -Field trips/Swimming included in weekly fees -NO lunch or snack provided			
Child's Arrival Time:	Child's Departure:	Person(s) designated by parent to whom child may be released:	
Late Fee: \$1.00 PER MINUTE, PER CHILD			
Extra services to be provided at an additional fee if applicable: REGISTRATION- \$80 (Early Bird) \$110 (After May 2 nd) *A \$10 discount per sibling will be applied*		SCHOOL: GRADE:	
I, the parent/guardian: <input type="checkbox"/> Received complete written program information at the time of enrollment (§3270.121, 3280.121, 3290.121) <input type="checkbox"/> Agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months, at a minimum. (§3270.124, 3280.124, 3290.124) <input type="checkbox"/> Understand that all fees are due weekly, up front, and are to be paid in full regardless of holiday, closing, vacation, illness, or in-service. <input type="checkbox"/> Agree to give you two weeks' notice of care termination.			
_____ Signature- Operator Date		_____ Signature-Parent/Guardian Date	
Date of Child's Admission:		<u>PERIODIC REVIEW</u> Sign here at 6-month update:	
		_____ Signature-Parent/Guardian Date	

Camper T-Shirt Size: _____

Parent Email: _____

Camp Payments

All registration and camp payments are non-refundable. Camp payments must be paid the Friday before participation. If a payment is received after Friday, a parent must speak to the camp director and there will be a \$10.00 late fee. Each parent must fill out a payment card with their payment for camp. These payment cards show each day that your child will be attending camp. Once your payment card is submitted with payment, there are no changes allowed to the payment cards. There will be no refunds or credits to accounts for days your child does not attend camp which you were previously signed up for. This policy helps us to make sure we are staffed appropriately. Please stay up to date on your payments.

If you have paid for a day and marked off "I will bring my child on a certain day but do not bring my child on that day", I understand I will not receive money back or any credit for that day(s). All returned checks will have a \$20.00 NSF fee included in your outstanding billing. If a parent has 2 or more returned checks, cash, money order or credit card will be required.

Mailing payments is also acceptable.

Checks should be made payable to The YMCA of Reading & Berks County
Financial Assistance is available upon request.

Special payment arrangements need to be made with the program director or executive branch director.

Child's Name: _____

I understand and agree to follow the payment policy as outlined on this page. If I fail to make payments or payment arrangements, I understand that my child may not be allowed to participate in the program.



Parent/Guardian Signature

Date

Code of Conduct

This form contains two separate codes of conduct- one for the campers, and one for the parents. The counselors have already agreed to make a commitment to working with your children and have signed code of conduct forms. Their forms are on file at our YMCA. It is important for you and your child to make a commitment to following the code of conduct that is appropriate for you. It is good for parents to know what is expected of their children, and for children to know what is expected of them. This form will be kept on file at the YMCA. Your child will NOT be able to participate in the YMCA Summer Day Camp Program without a completed form on file.

All of the codes of conduct are part of the application and authorization to participate in Summer Day Camp. Failure to comply with the code of conduct may result in removal from the program.

Parent/Guardian Code of Conduct:

- I will place an emphasis on the fun of participation and keep the emotional and physical well-being of all the children ahead of my own personal desires.
- I will inform the camp director of any physical disability or ailment that may affect the safety of my child, or the safety of others.
- I will require my child to treat other campers, counselors, presenters, bus drivers, etc. with respect without regard to gender, race, religion, culture, or ability.
- I (and my guests) will be a positive role model for my child at all times while on camp property.
- I (and my guests) will not engage in any kind of disrespectful behavior with any counselor, director, camper, etc. such as bullying, physical acts, using profane language, or using profane gestures.
- I will support and assist the experience however I can... by attending camp programs or volunteering whenever possible.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the campers.
- I will teach my child to resolve conflicts without resorting to hostility or violence.
- I will pick my child up and drop them off on time, according to camp policies.
- I will pay my camp fee weekly, according to camp policy.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- I will never ridicule or yell at my child, other campers, counselors, or directors, for making a mistake.

- I will demand a camp environment for my child that is free of tobacco, alcohol, and drugs and I will refrain from their use while on camp property.
- I will respect the counselors and their authority while working with their groups and will never question, discuss, or confront counselors in front of their groups. I will take time to speak with counselors at an agreed upon time and place.

Camper Code of Conduct:

- I will not intentionally hurt or be mean to any camper, counselor, or another person.
- I will respect others by not purposely causing harm or unhappiness to other campers or counselors.
- I will respect property by not damaging any part of the camp or the other places we go and by keeping these places clean.
- I will listen to my counselors by staying in and with my group at all times and following the camp rules.
- I will be kind and polite to everyone, no matter what! If I have a problem with someone else that I cannot solve, I will tell my counselor.
- I agree that if I break this code, I will be subject to disciplinary action.

Child's Name: _____

 Parent's Signature: _____

Date: _____

Sunscreen Permission Form

Soaking up the sun's rays used to be considered healthy before we learned about the dangers of ultraviolet rays. These invisible rays, known as ultraviolet-A (UVA) and ultraviolet-B (UVB) cause suntan, sunburn, and skin damage. There is not "safe" UV light. Protecting young people from the sun is especially important as most of our lifetime exposure comes before the age of 20.

YMCA Day Camp participants spend a great deal of time in the outdoors and are thereby exposed to the sun's harmful rays. Since it is our commitment to promote healthy spirits, minds, and bodies; we have the following policies to this regard.

- ☀ All campers and staff will wear sunscreen with an SPF of at least 15 on all exposed skin (including lips), daily, even on cloudy days.
- ☀ Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to morning drop-off.
- ☀ Parents or legal guardians will be responsible for providing their children with enough sunscreen (in a sealed container) to take with them for later day applications. ONE CONTAINER PER CHILD, PLEASE. PLEASE NOTE, DUE TO ALLERGIES WE CANNOT GIVE ANYONE ELSE ANOTHER CHILD OR STAFF MEMBER'S SUNSCREEN.
- ☀ Children will participate in outdoor play and swimming frequently throughout the camp season. Parents are expected to provide sunscreen lotion for the protection of their children. Camp staff is not permitted to apply sunscreen to your child; however, CAMPERS will be reminded to apply sunscreen at least twice during each day. If your child requires sunscreen more often, parents must provide written instructions on how often your child should apply their own sunscreen. The YMCA staff will make every effort to watch children for sunburn but cannot be responsible for children who do not have sunscreen, have a fair complexion or forget to apply their sunscreen. Please provide a t-shirt in addition to sunscreen for your child to wear swimming if burning is a concern.
- ☀ The YMCA reserves the right to disallow anyone to participate in our day camp programs at any time for failure to comply with this policy.

Please note that these decisions are made to protect your child. Furthermore, our staff members have been trained on this subject and understand their responsibilities and the consequences for failure in observing this policy.

I verify that I have read, understand, and, for the protection and well-being of my child(ren) agree to comply with the YMCA Day Camp Sunscreen Policy. I also understand that if at any time I fail to comply with the policy, my child will not be allowed to participate in the said program.

Parent or Guardian Signature _____ Date: _____

Complete this form ONLY if the administration of medicine during camp hours is required!

MEDICATION LOG

55 Pa. Code §3270.133; §3280.133; §3290.133

PLEASE PRINT

Page _____ of _____

Child's Name: _____ Medication: _____

Prescription Non-Prescription

Refrigeration Required: YES NO

If Prescription, Prescriber's Name: _____ Telephone: _____

Dosage Amount: _____ Time to Administer: _____ a.m. _____ p.m. _____ times/day

Dates for Administration: From _____ To _____
Date Date

Special instructions i.e., symptoms signaling need for administration, medication indications, reasons to hold medication, contraindications:

I give permission to administer medication to my child as stated above.



Parent Signature _____

Date _____

FACILITY STAFF COMPLETE THIS SECTION

Date Administered (mm/dd/yyyy)	Time Administered (a.m. / p.m.)	Amount of Medication Administered	Comments/Reactions	Staff Initials

This information is confidential and may not be shared or released without the parent's written permission.

CAMPER HEALTH HISTORY

Camper's Name: _____ Camp Location: _____

Date of Birth: _____ Gender: M F

Address: _____

Primary Emergency Contact: _____

Phone: _____

Phone: _____

Secondary Emergency Contact: _____

Phone: _____

Phone: _____

Must be the same as Emergency Contact Form.

Please circle any conditions that your child has experienced.

Allergies

- Bees
- Peanuts
- Tree Nuts
- Seafood
- Hay Fever
- Poison Ivy
- Poison
- Oak
- Antibiotics

Other: _____

Conditions

- Frequent Ear Infections
- Heart Defect/Disease
- Convulsions
- Diabetes
- Bleeding/Clotting Disorder
- Hypertension
- Mononucleosis
- Psychiatric Disorder
- Seizures
- Asthma
- Other: _____

Please list any medications your camper is currently taking.

Please list all known allergies.

Please list the date and nature of any operations or serious injuries.


Please list any activities encouraged or limited by a physician.

Please describe any dietary modifications or considerations.

Name of Physician: _____

Hospital Preference: _____

This health history is correct, as far as I know, and the person herein described has permission to engage in all prescribed camp activities, except as noted.

 Parent/Guardian Signature: _____

Date: _____

YMCA Release and Waiver of Liability

You have registered your child for a YMCA program that involves physical activity and interaction with children and others. This document is a release of claims, and by signing it you do the following:

1. Acknowledge that when performing any physical component of this YMCA program, your child may suffer injury.
2. Present to the YMCA that your child is in good health and physical condition, sufficient to engage in such activities and that your child is not suffering from any condition that would prevent your child from engaging in such activities or that your child's participation in such active potentially dangerous or harmful to your child.
3. Assume the risk of , and release the YMCA and its associates harmless from, any liability for physical or other injury that has been suffered by your child during, or as a consequence of, participation in this YMCA program required in the curriculum of this course and you agree that the YMCA nor any other person involved in organizing or teaching in this program ,shall have any liability or responsibility for any injury or harm.
4. I authorize the YMCA to photograph or video that both myself and my child and understand that all photos and video footage are property of the YMCA and may be used for publicity purposes.
5. I give the YMCA and its staff permission to post my child's allergies in an area for staff awareness. I understand that there will be a cover sheet to protect my child's confidential information.
6. I give the YMCA and its staff permission to walk to and from the park on days when the curriculum allows it.

Child's Name: _____

Parent's Signature: _____



Date: _____