

Dear Parents,

Thank you for enrolling your child into our YMCA Summer Day Camp program. Day Camping is a tradition of excellence at the YMCA. We have been busy planning exciting activities for your child's summer of camping fun. Your child will have a positive, safe and fun summer meeting new friends and conquering new adventures.

This parent handbook will provide information and regulations to help answer questions about your child's camp. **You and your child will be held accountable for all information covered in this handbook.** If you have any additional questions please feel free to contact the Summer Camp Directors.

Along with this Parent Handbook, you should have received a registration packet that includes an immunization form, emergency contacts and medical information form and a medical release/instruction form. These must be completed before your child is officially enrolled in our camps. The forms are due no later than May 27, 2016. Participants that register after May 27, 2016 must return all required forms no later than seven (7) days before the first camping week attended by your child.

Thank you again for enrolling your child into our Summer Day Camp Program! We look forward to providing a memorable summer for you and your child(ren). Please feel free to contact us at 740.335.0477 ext. 112.

Sincerely,

Summer Camp Staff

Camp Coyote Run
Fayette County Family YMCA
100 Civic Drive
Washington Court House, Ohio 43160
740-335-0477

Welcome to **Camp Coyote Run!**

This handbook contains information regarding the day camp program. It is very important that you read this handbook and keep it as long as your child is enrolled in the program.

Philosophy:

Camp Coyote Run is operated and managed by the Fayette County Family YMCA. It is the YMCA mission to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Our curriculum is designed to meet the needs of each child as an individual. Activities include reading readiness, play, music, stories, art, science, math, health, physical education, and crafts.

It is the camp counselors' role to encourage, assist, and guide each child in reaching his/her fullest potential by recognizing each stage of development and creating a curriculum that will nurture and facilitate each child's growth during that stage through participation in positive experiences, planned environments, and stimulating activities.

License:

Camp Coyote Run is licensed to operate by the Ohio Department of Job and Family Services.

Admission:

Enrollment is open first to YMCA members and then to non-members.

A child is considered to be enrolled in the program only after the registration fee has been received, the administrator confirms the availability of space, and the proper paperwork is received. This includes the basic enrollment health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Children are enrolled regardless of race, color, sex, religion, or national orientation. The center is not staffed to provide one on one ratio that may be required for a child with behavioral or severe handicapping conditions.

The center reserves the right to restrict admission of those children who are unable to function satisfactorily within our staffing ratios and the facility. When

possible the center will enroll handicapped children, as both handicapped and non-handicapped children will benefit from being together on a regular basis, especially during the years when their attitudes and perceptions of themselves and others are most pliable.

Hours of Operation:

Camp Coyote is open Monday – Friday 5:45 – 6:15, with the official camp day being 9:00 – 4:00.

Camp Director’s Hours:

The Camp Director’s office hours are 12:00 – 5:00, except on Field Trip days.

You may reach the Camp Director at 740-335-0477 ext. 112.

If the Director is unavailable, please leave a message with the Front Desk Staff.

Staff/Child Ratios:

Camp Coyote will not exceed the state required ratio of 1 adult to 18 School Age Children.

Meals:

Breakfast is served until 8:00AM and consists of 3 food groups. Lunch will also be provided each day from 12:30 – 1:30. Lunches include 1 serving of protein, 2 servings of fruits and vegetables, 1 dairy (milk) and 1 serving of grain. If your child packs his/her lunch, these same serving guidelines must be followed.

An afternoon snack consisting of 2 food groups will also be provided daily around 3:00PM.

Sunscreen and Bug Spray:

Each child is to supply their own sunscreen and bug spray.

Please apply sunscreen to your child at home before arrival at the YMCA. Counselors will make sure sunscreen/bug spray is applied periodically throughout the day.

If your child is extra sensitive to the sun and needs to take extra precautions, please let a counselor know.

Water:

Please send a full water bottle with your child on a daily basis. This ensures that your child will have immediate access to water when they are thirsty.

Field Trips:

Field Trips will be held every Thursday with the exception of the Week 4 which will be on a Friday, June 23rd. On days of field trips, the bus will be **leaving the center at 9:00.**

All campers are required to wear the supplied camp T-shirt on field trip days.

DUE TO SEATING LIMITATIONS FOR FIELD TRIPS, THE PRIORITIZATION OF SEATS GOES AS FOLLOWS:

- Campers of families who pay the full price rate
- Campers of families on ODJFS Full Time
- Campers using the Community Action program **who attend at least two of the three days prior to Field Trip Day**
- Campers of families on ODJFS Part Time
- Campers on YMCA Camp Scholarships **who attend at least two of the three days prior to Field Trip Day**

Parents of campers who cannot attend the field trip due to space limitations will need to find an alternate method of care for that day. The center will be closed, as all staff members will be on the field trip. Parents of campers who cannot attend will be notified Wednesday afternoon.

If you know ahead of time that your camper will be absent on Field Trip day, **PLEASE let the Camp Director know as soon as possible** in order to plan the seating accordingly.

Transportation of Children:

The center will be providing transportation periodically. This transportation will be done in vans owned by the YMCA or by bus. A staff member with first aid/communicable disease and CPR training will be present.

Tuition/Fees and Payment Policies:

The fee for families paying the full time weekly rate is due on Monday of the week care is provided. For families who have two or more children enrolled in YMCA child care programs, a 15% discount will be given which is applied to the child(ren) enrolled in the least expensive program(s).
The weekly fee is:

Camp Coyote	Adventure Camp
\$110 for YMCA Members	\$120 for YMCA Members
\$140 for non-members	\$150 for non-members

Please note that there is a discount for YMCA members. Memberships may be purchased at the Fayette County Family YMCA. For more information on memberships call 335-0477.

Scholarships are available for those families who are able to show financial needs.

The YMCA does accept reimbursement for those who qualify for assistance through Ohio Department of Job and Family Services. The co-payment established by ODJFS is due on Monday of the week child care is provided.

Charges for Summer Camp will be based on weeks enrolled. Weekly tuition may be paid by cash, check, or money order made out to the Fayette County Family YMCA, or a credit card. For your convenience, you are also able to set up a bank draft or credit card charge for automatic payment each week.

Failure to keep your child care account current will result in your child's suspension until the account is settled.

Registration Fee:

A non-refundable registration fee of \$25 is due by cash or check at the time of registration. Registration fees must be paid prior to the first day of attendance. This fee is for each child enrolled. A child is not considered enrolled until this fee is paid.

Delinquent Accounts:

Any returned check will be subject to the current bank fee for returned checks plus the amount of the check. The YMCA may suspend child care services until a returned check issue is settled. Recurrent checks returned for insufficient funds will be required to pay in cash.

Arrival/Departure:

Parents are required to bring their children into camp and to sign the child in on the clipboard. Any special messages, medications, pick-up notes, etc. are to be given to the counselor. **Children may not be dropped off at the entrance of the building or sent inside alone.** Staff must be made aware of each child's presence before the parent departs.

At the time of pick up, parents are required sign out the child on the clipboard. A signature must be signed under the Signature column, signing "Mom" or "Dad" is not permitted.

If you receive assistance from Ohio Department of Job and Family Services, your child must be in BEFORE they enter the program and the swipe ticket must be presented to a teacher in the room before you leave your child. The same goes for swiping out – it must be done BEFORE you pick up your child and the swipe ticket presented to a teacher. That way, if there is a problem, it can be addressed immediately.

Release of a Child:

Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written signed note giving the person permission to pick up the child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring picture ID and they are not offended. The children's safety is our first priority.

Parents are responsible for the supervision of their child before sign-in and after sign-out.

Late Pick Up Charges:

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. Notification does not cancel the late pick up charges.

A late fee of \$1 per minute per child will be charged after 6:15 pm Monday – Friday. **This fee must be paid before the child can return to our care the next day.**

If the center has not been notified and the child has not been picked up after the designated pick up time, the teacher will make the first attempt to contact the parents. If the parents cannot be reached, the person(s) on the Emergency Transportation Form will be contacted to pick up the child.

Children Participating in YMCA Activities:

If your child is registered for a YMCA program that takes place during Camp hours, a note is required for us to allow them to leave our program and go to the other program.

Custody Agreements:

If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny access to any parent without proper documentation.

Swimming Information:

Swimming activities will be provided during camp. **Campers are to provide their own bathing suit and towel.** A lifeguard will be present at all times and camp staff will also be actively supervising children.

Children will be split into two different swim times, Little Swim and Big Swim.

Little Swim is for the swimmers who cannot go past the 3 foot area of the pool. This includes all swimmers who must wear the floatation backpacks. During Little Swim, no one is allowed past the 3 foot barrier of the pool.

Big Swim is for the swimmers who can go past the 3 foot area of the pool. During Big Swim, swimmers are allowed into the 5 foot area. If a swimmer wants to go farther out into the deep end of the pool, the swimmer must pass a swim test in order to go past the 5 foot area into the deep end, which goes down to 9 feet.

The swim test includes swimming the length of the pool, from the shallow end to the deep end, treading water for 30 seconds, and swimming the length of the pool back to the shallow end. If at any point the swimmer touches the bottom or the side of the pool, the test is ended immediately and the swimmer will have to try again another day.

Outdoor Play:

At Camp Coyote, most of our day is spent outside. Please make other arrangements if your child does not feel well enough for outdoor play. We will limit the amount of time outside when temperatures are extreme. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not possible due to these conditions, camp will be moved indoors with appropriate activities.

Due to the amount of time we spend playing outside, campers need to be mindful of their attire at camp. Campers will be playing outside in the dirt and grass. It is recommended that children NOT wear their "nice clothes", skirts, or dresses to camp.

Campers should wear closed toed shoes at camp. Tennis shoes are best. Campers should **NOT** be wearing sandals or flip flops at camp. The only place sandals are allowed is in the pool area.

Daily Schedules:

At camp, campers will enjoy a wide variety of fun, new and safe experiences. The camp is broken into four groups, based on the school grade the camper just completed. Campers will stay with this group all summer.

The groups are broken into Kindergarteners, First & Second Graders, Third & Fourth Graders, and Adventure Camp with the Fifth – Eighth Graders.

The camper's daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the children. We want them to view camp as a safe, fun, and comforting place where they know what to expect and when to expect it. Activities will vary according to theme of the day/week, weather, or special events.

Every day at camp, excluding field trip days, campers will have a time of 30 minutes of intentional physical activity, 30 minutes of intentional reading (DEAR – Drop Everything And Read), some sort of craft, and games.

On Mondays, campers will participate in Character Development program called Character Bound. The character traits that will be featured are:

- Compassion
- Honesty
- Leadership
- Respect
- Responsibility
- Courage
- Cooperation
- Diligence
- Teamwork
- Fairness
- Self-Control
- Service

On the following page there is a sample of what a day at Camp looks like.

Daily Schedule

5:45-7:00	Quiet Time (Coloring, Reading, Drawing, Board Games)
7:00-8:00	Breakfast
8:00-8:30	Breakfast Clean up/Sunscreen
8:30-9:00	Bathroom Break/Transition to Grass Area
9:00-9:30	OPENING/Camp announcements
9:30-10:30	Rotation of Program Areas (Basketball, Kickball, Sharks/Minnows, Dodge ball, Flag Football, Field Games, Arts & Crafts)
10:30-11:00	AM Snack (Wash hands, Bathroom)
11:00-12:30	Rotation of Program Areas (Basketball, Kickball, Sharks/Minnows, Dodge ball, Flag Football, Field Games, Arts & Crafts) *Nutrition Program for six weeks—ALL GROUPS from 11:00-11:45* LITTLE SWIM 11:00-11:15 Change to Swimsuit 11:15-12:15 Swim Time 12:15-12:30 Change to Clothes/Transition Lunch
12:30-1:30	LUNCH (Wash hands, Bathroom)
1:30-2:00	Clean Up/Sunscreen/Bathroom BIG SWIM 1:30-1:45 Change to Swimsuit 1:45-2:45 Swim Time 2:45-3:00 Change to Clothes
2:00-3:00	Rotation Program Area (*See Above*)
3:00-3:30	Weekly Theme Activities/Character Development/DEAR
3:30-4:00	PM Snack/Summer Camp END OF DAY
4:00-6:15	Outside or Indoor Play

Child Abuse Reporting:

All staff member are mandated reporters of child abuse. If the camp staff have suspicions that a child is being abused or neglected, they MUST make a report to the local children's service agency. The safety of the children is always our first concern.

Accidents/Emergencies:

The center has devised several procedures to follow in the event that an emergency would occur while the child is in the center's care. In the event of fire or tornado, the staff would follow the written instructions posted in the classroom, describing emergency routes and procedures to be followed to assure that children arrive at the designated spot. In order to prepare children for the unlikely need to evacuate, drills will be performed periodically.

In Case of an Emergency:

Staff insures the safety of the children and supervision of the children. Immediately contact the director or designee for assistance. Director or Designee will call 911 if necessary and contact the child's parents. In case of emergency, staff will take the sign in sheets and attendance books with them. Staff will complete an incident for serious incident, injury, or illness.

In the Event of Serious Incident, Injury, or Illness:

In the event of a life threatening situation, the director or designee will call 911. The child's family will then be contacted. A staff member will accompany the child to the emergency room. All medical records will accompany the child to the ER. Staff will complete the incident form and the director will forward a copy to the Ohio Department of Job and Family Services licensing office.

In a situation where a child walks away from the center, the Director or Designee will immediately contact Law Enforcement and the child's parents.

Incident forms will be completed for the following things:

- An illness, accident, or injury requiring first aid treatment
- A bump or blow to the head
- Emergency transportation
- An unusual or unexpected event which jeopardizes the safety of children or staff

Management of Illness:

The YMCA provides children with a clean and healthy environment. However, we realize that children become ill from time to time. We observe all children as they enter our program to assess his/her general health. Please do not bring a sick child to camp as they will be sent home. We will not accept children for the day that would be too sick to go to school or participate in daily activities. Please plan ahead and have a back up care plan if you are unable to take off work or school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F- in combination with any other signs of illness
- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in camp activities, the parents will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

Parents will be notified in writing by a note on the clipboard if children have been exposed to a communicable illness. Children will be readmitted to camp after at least 24 hours free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Medication:

Camp will administer medications to a child only after the parent completes a Request for Medication form. Medication will be stored in a designated area inaccessible to children. Medication may NOT be stored in a child's backpack. The only exception to this requirement would be a child that requires the immediate use of an inhaler for a medical condition. In that instance, parents must sign a release form stating that they are permitting their child to have access to the inhaler at all times. The child must keep the inhaler on his person at all times, in may not be stored in a backpack. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the camp counselor in charge of the child.

Prescription medications must be in the original container and administered in accordance to the instructions on the label. Over the counter medications will not be administered more than three days without instructions from a physician. Over the counter medications must be age appropriate and given in the correct dosage unless written permission is obtained from the physician on the Administration of Medication form.

Parent Responsibilities and Reminders:

In order to assure that your child's association with Camp Coyote Run is a pleasant, positive experience, we ask that parents follow these suggestions:

1. Do not send your child to camp if you suspect illness or if he/she is not well enough to participate in the days activities.
2. Your child should wear appropriate clothing for camp activities. This typically means tennis shoes. Absolutely NO flip flops, sandals, or crocs.
3. Send a full water bottle with your child daily.
4. Escort your child into camp making sure you sign-in on the clipboard.
5. ODJFS Parents: You must swipe your child in and bring the ticket from the machine to the counselor with the clipboard before signing in your child.
6. Check for papers, projects, notes, or reminders on a daily basis.
7. Keep tuition paid in full
8. Update the information in your child's files when changes occur by informing the Camp Director.
9. Your child is to supply their own bathing suit, towel, sunscreen, and bug spray with their name written clearly on it.
10. Make sure your child wears the supplied t-shirt on field trip days

Personal Belongings from Home:

Campers are **not** to bring toys (stuffed animals, dolls, action figures, beyblades, etc.) to camp.

Campers are **not** to bring electronics (cell phones, iPods, Nintendo DS, mp3 players, etc.) **except on Field Trip Day.**

If a Camp Counselor observes a camper with electronics, on any day other than Field Trip Day, the electronic will be confiscated and brought to the Camp Director's office and will not be returned until the camper's parent arrives.

The YMCA or YMCA staff is not responsible for lost, stolen, or broken electronics or any other personal item(s) which a child brings to camp.

Basic Camper Rules:

These rules and regulations are necessary so that we may enhance the enjoyment and safety of all participants. *The staff reserves the right to add to or modify the rules as needed to create a positive and safe program for all campers.*

1. Campers will use appropriate behavior and language at **ALL TIMES** and will use materials and supplies in a safe and appropriate manner.
2. Respect and follow the directions of Camp Staff. This includes participating in all scheduled activities.
3. Respect the property of the Fayette County Family YMCA, all YMCA Staff, and fellow campers.
4. **Absolutely no bullying, fighting, or disruptive behavior will be tolerated.** Please be sure to read the discipline procedure to your child so they are aware of the consequences.
5. All camp participants must stay within the designated boundaries of camp as outlined by camp personnel. Any participant found out of the designated camp areas will be dismissed from the program.
6. Have Fun!

Discipline Policy:

Any kind of violent act or behavior will automatically result in a suspension from the program.

Violations of the camp rules will result in the following action:

FIRST OFFENSE:

A verbal warning from the Camp Counselor, or at the Camp Director's discretion, an ejection may be warranted.

SECOND OFFENSE:

A written warning from the Camp Counselor, or at the Camp Director's discretion, an ejection may be warranted.

THIRD OFFENSE:

A second written warning will be issued, plus a meeting/phone call between the participant, his/her parents, the Camp Counselor, and the Camp Director; or at the Camp Director's discretion, an ejection may be warranted.

FINAL ACTION:

Dismissal from camp for a period of time deemed appropriate by the Camp Director.

* If any child is dismissed from camp for a discipline reason the parents will be notified immediately. No refunds or credits will be issued by the Fayette County Family YMCA.

* We reserve the right to dismiss a child from camp as we see needed regardless of whether they've had previous warnings or not.

The success of the program and the safety of all participants are contingent on each individual respecting and obeying the rules listed above. We hope each child will have a positive, fun experience during camp. We are committed to working together with you and your child to ensure this happens. We appreciate your time, respect, and support on these rules and regulations.

Please sign and return the following pages.

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I have read the rules, regulations, and discipline procedures written above to my child. My child understands that they must follow the rules to help make camp a safe program for everyone and agrees to follow the policies.

Parent Signature: _____ Date: _____

Field Trips:

Field Trips will be held every Thursday with the exception of the Week 4 which will be on a Friday, June 23rd. On days of field trips, the bus will be **leaving the center at 9:00.**

All campers are **required** to wear the supplied camp T-shirt on field trip days.

DUE TO SEATING LIMITATIONS FOR FIELD TRIPS, THE PRIORITIZATION OF SEATS GOES AS FOLLOWS:

- Campers of families who pay the full price rate
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- Campers using the Community Action program **who attend at least two of the three days prior to Field Trip Day**
- Campers of families on ODJFS Part Time
- Campers on YMCA Camp Scholarships

Parents of campers who cannot attend the field trip due to space limitations will need to find an alternate method of care for that day. The center will be closed, as all staff members will be on the field trip. Parents of campers who cannot attend will be notified Wednesday afternoon.

If you know ahead of time that your camper will be absent on Field Trip day, PLEASE let the Camp Director know as soon as possible in order to plan the seating accordingly.

My child and I have read and understand the policy on camp field trips as stated above.

Parent Signature: _____ Date: _____

I have received a copy of the Camp Coyote Run Parent Handbook and have reviewed it with my child. By signing below, we, my child and I, agree to adhere to the policies and procedures listed within.

Parent Name (Print) _____ Parent Signature _____

Camper Name (Print) _____ Camper Signature _____