



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **BUILDING FRIENDSHIPS SKILLS AND MEMORIES**

**SUMMER CAMP 2011  
DAYCAMP AGES 7-12  
MINICAMP AGES 4-6  
CIT PROGRAMS AGES 13-15  
LIMESTONE FAMILY YMCA**



1080 US 68  
MAYSVILLE, KY  
606-564-6772  
[pclark@limestoneymca.org](mailto:pclark@limestoneymca.org)

Child's Name \_\_\_\_\_ Program enrolled in \_\_\_\_\_

Payment Type (Circle One)

Regular Pay Full-Time      Regular Pay Part-time

PACE Discount      2<sup>nd</sup> Child Discount (both children must be full time to get discount)

Please list any other payment types: \_\_\_\_\_

Please check the weeks your child plans on attending camps. If you attend part-time please list the dates (On separate paper) they plan on attending. REMINDER PART TIME CHILDREN (Less THAN 3 days) CANNOT ATTEND FIELD TRIP DAYS. This does not commit you financially; it just gives us an idea for staff and planning.

- Week 1 June 6-10
- Week 2 June 13 -17
- Week 3 June 20-24
- Week 4 June 27-July 1
- Week 5 July 4-8 (Closed July 4)
- Week 6 July 11-15
- Week 7 July 18-22
- Week 8 July 25-29
- Week 9 Aug 1-5
- Week 10 Aug 8-12

Camp Cost:

Weekly Fee \$85 Member      Daily \$25 Member

Weekly \$100 Non- Member      Daily \$35 Non-Member

Hello Camp Kids and Parents,

Welcome to the YMCA Summer Camp Program. We are looking forward to making happy memories with you and your child. I wanted to take a few minutes of your very busy day and talk about some FYI for the parents. Please take time to make sure you understand the following:

- PARENTS MUST READ AND FOLLOW THE SUMMER CAMP HANDBOOK. **NO EXCEPTIONS WILL BE MADE TO ANY OF THE POLICIES OR RULES.** If there is something you have a question about or do not understand, please see a CAMP STAFF member.
- Camp children must be signed up and paid for camp by Sunday Evening @ 7:00 pm. It is better to get in the habit of prepaying a week ahead by paying on Friday afternoon (before you get busy with your weekend). IF YOUR CHILD IS NOT ENROLLED IN CAMP BY THE FIRST DAY OF CAMP WEEK. CHILDREN WILL BE TURNED AWAY. We have to be harsh with this rule because of past experiences with people getting behind in payments or not paying at all.
- When making your payments at the front desk please put the following on your check or if you pay in cash make sure the front desk has the following information. This is necessary to have your money put in your child's account and to give you credit for the right dates. The front desk is not aware of which child goes to which program. Parents should **ALWAYS GET A RECEIPT AND MAKE SURE INFORMATION IS CORRECT: DATES, PROGRAM, and CHILD'S NAME.**
- In order for us to get an over-all look at the amount of children we will have for camp please fill out the attached paper. This is not a financial commitment; it is just giving us a "guess" of how many children to expect.
- Thanks for your time and always if you have questions, please feel free to give us a call.

YMCA Camp Staff

Thank you for joining in on the fun of YMCA Summer Day Camps!

The YMCA Summer Camp staff is looking forward to another safe, program packed and most of all FUN, summer camp experience.

The enclosed packet gives you information you and your child will need regarding YMCA Summer Camps. PLEASE READ THE ENTIRE BOOKLET. The YMCA offers a healthy, safe, and fun environment where positive interaction with peers and adults help build strong character. Through camp activities, children will have an opportunity to learn honesty, respect, caring and responsibility. A summer with the YMCA will make an impression that lasts a lifetime!

In order for your child to attend camp we must have the entire registration packet completed at the time of registration.

We are looking forward to a great summer camp experience for your child(ren). We want to make your child's camp experience a safe, enjoyable and rewarding one! If you have further questions please feel free to call us at 606-564-6772.

Sincerely,

Patti Clark  
Youth & Family Program Director

## General Information

**Daily Schedule:** The camp day begins at 9:00 am with an opening activity and roll call of each group. Campers rotate through a variety of activities according to the specific camp program. The camp day ends at 4:00 pm. During our before and after care program (6:00 – 8:45am & 4:00 – 6:00pm) Children will participate in various supervised and planned activities to keep them engaged.

**Drop Off:** When you drop your child off at camp, you should arrive NO EARLIER than 6:00 am. Campers enrolled in our Day Camp and Mini Camp should be dropped off in the YMCA Gymnasium between 6:00 am and 8:45 am.

**Pick Up:** Please note: When you pick up your child in the afternoon, please bring a photo ID with you every day. If someone other than yourself or the persons authorized on the emergency care card will be picking up, this person must also bring a photo ID with them when they pick up the child.

**Early Pick Ups:** You may pick your child up before the end of regular camp hours. Please be sure to check with the Camp Director and consult the daily schedule to ensure that no field trips or special events are scheduled. Remember you will still need to sign your child out.

**Late Pick Ups:** If you arrive late to pick up your child from camp, we must charge a fee of \$2.00 for every minute that you are late. NO EXCEPTIONS!!! Please arrive BEFORE 6:00 pm. If your child is not picked up by 6:15 pm we will call the authorized emergency contact to pick up the child. If the YMCA Camp staff is unable to speak with a parent/guardian or authorized contact by 7:30 pm, we are required to report the parent/legal guardian to the division of Child Protective Services; or place the child in police custody. Please understand that we are required to report to CPS, however, we will make all efforts possible to contact you first.

**Absences:** There will be no credit or refund made for absences nor any prorated camp fees for days not attended.

**Essential Forms:** In order for your child to attend camp we must have the entire registration packet completed at the time of registration. Children registered in camp need a certified copy of child's birth certificate, passport, or report. If your child requires medication to be administered while at camp, please complete a medication form and submit to the Camp Director on or before your child's first day. We cannot administer any medications without a completed authorization form.

**Lunch Suggestions:** Lunch is provided by the Housing Authority Free Lunch Program, however if your child is a BIG eater or picky eater then we suggest that you pack a lunch for your child. Pack a healthy, low sugar and balanced meal. Do not send food or drink in glass containers or food that can perish. We highly recommend children to have fruit juices or sports drinks instead of soda. Campers will have access to water faucets throughout the day to refill water bottles. Parents will need to provide a snack for their child each day of camp.

**Lost and Found:** Please mark all belongings with your camper's first and last name. We are not responsible for lost items. "Lost & Found" articles will be taken to a local community shelter.

**Swimming:** Please refer to your child's camp activity schedule that will be handed out during the first week of camp for swim times. Swimsuits should be packed daily (even on field trip days) in the case of changes or water play activities. Camp counselors will escort all campers to swimming and will supervise swim time along with certified lifeguards.

**Expectations:** Good behavior will be encouraged in a positive manner. Before the first day of camp, you and your child are required to read through and sign the "Behavior Agreement" form, making everyone aware of the rules and consequences. The staff will work cooperatively with parents, keeping them informed of behavior problems or other issues. Behavior problems that cannot be resolved cooperatively may result in your child's dismissal from the Day Camp and Mini Camp Program.

**What to wear or bring to camp:** Due to the fact that children will be engaged in several indoor and outdoor activities, please have children wear inexpensive play clothing. Because we have a variety of activities we would recommend that children wear tennis shoes, **NO FLIP FLOPS OR SANDLES**

**Allergies:** We try our best to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify the YMCA in advance so we may take proper precautions.

**Suspected Child Abuse:** In accordance with the Code of Kentucky, if any YMCA staff member has reason to suspect that a child is being abused or neglected, YMCA staff are required to report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline.

**Custodial Parents Rights:** The YMCA staff is required to allow a custodial parent or guardian to be admitted to any YMCA child daycare or camp program, unless the camp Director is provided with an official court order stating otherwise. If your child is not to be visited or picked up by his/her custodial parent(s), please provide the court order upon registration and inform the camp Director immediately. Parents/Guardian must list both custodial parents' names and information on the child's registration form and emergency contact information. A custodial parent/legal guardian must authorize access and release of records in writing. Custodial parent/legal guardian's access to the child's record will be available upon request. Records will be released without parental or custodial authorization when an official subpoena is received from the court.

**Medication:** If your child needs to take medication while at the YMCA, a medication form must be signed. Medicine must be in the bottle with the prescription label. Over-the-counter drugs must be in the original container and be accompanied by a doctor's note. Leave the medicine with the Director. Medication is kept in a locked box both in and out of the refrigerator. If your child is on a medication for an extended period of time (more than 10 days) a doctor's letter is required stating the medication, beginning and end dates and the dosage. The dosage and instructions given by the parent on the medication authorization forms must match the prescription and/or directions on the original medication or prescription before the medication will not be accepted or administered.

**Medical Procedures:** YMCA staff members are not authorized to perform any medically invasive procedures such as glucose blood testing, diabetic injections, or the administration of suppositories, etc. When trained by the child's physician or parent as to what procedures to follow, the staff may administer epinephrine to a child in a life-threatening situation. Splinters and tics are not to be removed by staff.

**Sick Policy:** Children with a temperature of 100 degrees or higher, recurrent vomiting or diarrhea will be sent home from camp. Children must stay home from camp for at least 24 hours after being symptom free. Children with unidentifiable rashes or any communicable diseases will also be sent home and can return only with a doctor's note identifying the symptoms and stating that the child is not contagious. We will contact you if your child is sick and require your child to be picked up as soon as possible.

**Communicable Diseases Policy:** If your child has or has been exposed to a highly contagious disease, parents must inform the childcare staff immediately of the condition. Highly contagious illnesses include: strep throat, pinworm, chicken pox, conjunctivitis (pink eye), scarlet fever, lice, scabies, whooping cough, impetigo, meningitis, hepatitis A, measles, mumps, salmonellas and shigellosis. Your child should be clear of all symptoms and checked by a doctor before returning to camp with a doctor's note.

Please note effective immediately- Your child must be fever and or diarrhea free for 24 hours with the use of medications in order to return to the summer camp program. We sincerely appreciate your cooperation regarding our health policy. In order to continue to provide quality care for your children we need your help with the following:

- Be aware of the weather conditions and dress your children accordingly.
- Children are required to play outdoors every day, weather permitting.
- Recognize the signs and symptoms of illness in your child.
- Promptly pick up your ill child when called.
- Consult with a doctor about diagnosis and care during illness.
- Inform the center or any medication(s) your child is taking, including any possible reactions.

**Illness Policy:** Children must be healthy enough to participate in the daily routine of the program. If there are indications of illness, your child will not be admitted or be allowed to remain at camp. If your child becomes ill during the day, he/she will be separated from the other campers and the parent/guardian will be contacted immediately to pick the child up. If we are unable to reach you, or your child is not picked up within an hour, we will call the next emergency contact listed on the Emergency Form. Each child's registration form MUST have an emergency contact person living in the area. A child picked up from camp because of an illness may not return to the center for at least 24 hours or until the illness and symptoms have disappeared.

**A child will NOT be permitted to attend with the following:**

- Fever of 100 degrees F. or above (may not return until fever free without medication for 24 hours)
- Any contagious disease (such as chickenpox, ringworm, impetigo, scabies, lice, conjunctivitis). Follow the guidelines for exclusion for all communicable diseases.
- Yellow or green nasal discharge
- Sores with yellow or green drainage
- Eye discharge/Conjunctivitis (may not return until antibiotics have been administered for 24 hours)
- Unexplained rash (consult your physician)
- Difficult or rapid breathing, severe cough, high-pitched croup or whooping sound after cough.
- Diarrhea/Vomiting: A child may not return until 24 hours from last episode without medication.
- Significant ailment affecting your child's ability to participate in all school activities. (Indoors or outdoors)
- Any symptoms requiring one-on-one care or causing severe discomfort without the use of medications.
- Antibiotics: A child taking antibiotics should be kept at home for at least 24 hours after the first dose to allow the medicine to work.

**Insect Repellant Policy:** Children are not to carry insect repellant in their backpacks, instead, the repellant must be stored with the staff at their camp desk. Parents must fill out an authorization form listing the name/brand of the insect repellant and any known adverse reactions. Please send their insect repellant in a zip lock bank labeled with your child's name. Please be sure to pick up your child's insect repellant at the end of his/her participation with the YMCA Summer Camp program.

**Sunscreen Policy:** Children ages 7 years and older will be permitted to carry their sunscreen in their backpacks and will be monitored and/or addicted in applying sunscreen at appropriate times throughout the day. Children under 7 will also be assisted with sunscreen, however are not permitted to carry the sunscreen in the backpack, staff will have a designated bin for all children's sunscreen. However, parents must provide the YMCA with an authorization form listing the name/brand of the sunscreen and any know adverse reactions. Please send the sunscreen in a Ziploc bag labeled with your child's name. For outdoor swimming please send an extra shirt (not black or white) for your child to wear in the pool. Please be sure to pick up your child's sunscreen at the end of his/her participation with the YMCA Summer Camp Program.

**Field Trip Policy:** Due to limited bus availability we will only be taking the children that are pre-registered for camp and that are full time, on the out of town trips. Please help us in this matter and try to understand our position. On field trip days, please have child(ren) at the YMCA 45 minutes before scheduled to leave. This allows staff time for a restroom break and do head counts. Parents are always welcomed to come along, as well as other adult family members. Parents or other adults are required to provide their own transportation and pay their expenses.

## **Registrations & Financial Information**

**Registration:** So that camp staff can plan activities, we ask that children are pre-registered and paid for camp before Monday morning for the week needed for care.

**Tax ID Number:** The YMCA tax Id# is 61-1080836. Please keep all receipts for camp payments for your tax information.

**Returned Check Policy:** A \$25.00 service fee will be charged on all returned checks.

**Refund Policy:** Camp is a budgeted program that has staff and supplies for the children that are registered for the program and therefore refunds will only be given if a camper is under a doctor's care. We are sorry for the inconvenience this may cause, but to run a high quality program this is our policy.

We look forward to a wonderful summer with you and your child. If you have any questions or problems, please see a member of our camp staff.

## **What Should I Bring to Camp?**

Camp Bag with:

Bathing suit and towel (even on non-swim days, just in case)  
Plastic bag for wet stuff  
Sunscreen (minimum 30 SPF)  
Lunch & Snack (If child is picky eater or a BIG eater) Non-perishable  
Extra bottled water or sports drink  
Mini-campers may want to bring extra clothing in case of an accident.  
Comfortable Clothing  
Non-aerosol insect repellent (to be held by camp staff)  
Sneakers & Socks (no sandals or flip flops, please!)

## **Label Everything!!!**

**\*\* Please dress your child in clothing that can get dirty.\*\***

## **What Am I not allowed to Bring to Camp?**

- Handheld Video Games
- C.D./ MP3 Players, etc.
- Money (unless otherwise directed by counselor)
- Cell phones or PDA'S etc.
- Toy, Trading Cards
- Weapons, Knives, etc. (Toys or real)
- Valuable items

The YMCA does not accept responsibility for campers' personal property.

## Location of Camp Activities

The YMCA Camps travel to different locations throughout the YMCA and the surrounding outdoor grounds:

<b>Places we Use</b>	<b>Indoor/Outdoor</b>
Racquetball Courts	YMCA Playground
YMCA Mini-Gym	YMCA Shelter
YMCA Gymnastic Room	YMCA Wooded Area
YMCA Aerobic Room	YMCA Field (By Shelter)
YMCA Basketball Gym	YMCA Parking lot
YMCA Lobby (By pool)	YMCA Camps Playground
YMCA Family Locker Rooms	

If you are dropping off late or picking up early, please allow yourself time to find the location of camp that day. WE move around a lot. Never leave your child at camp without finding a YMCA Camp staff first.

### Camp Hours

Before Care 6:00 – 8:45 am

After Care 4:00 – 6:00 pm

Camp Day: 9-4 pm

\*Before and after care is included in your weekly price!

### Contact Information

YMCA Desk Phone: 606-564-6772

If you call this number you will have to leave a message for a Camp Staff to call you back. There is no way for desk staff to get in touch with Camp staff until they (Camp Staff) come in the building or stop by the Front Desk.

Patti Clark: YMCA Youth & Family Program Director, 606-584-1448.

## Behavior Agreement

At the Y we take the happiness of your children very seriously. We want every day here to become a happy memory for them. Therefore, we work hard at creating an environment that will allow this to happen. Along with our efforts, we need the children to help us create that environment by following some simple, but effective rules. Below is our Behavior Agreement, please read over it with your child and be sure they understand what it is and why they are signing it. This will help us help them have a wonderful experience at the Y Summer Camp! Thank You,

I will listen to the staff and follow their directions.

I will respect other people's belongings by not touching/using their stuff without permission.

I will sit properly with my feet facing forward, bottom in my seat and all legs of the chair on the floor.

I will respect other's personal space by keeping my hands and feet to myself.

I will not hit or fight other people.

I will not yell while inside the campsite building and will use my inside voice when speaking.

I will use appropriate language. Which does not include swear words or negative remarks. (I.E. "Shut up," "Stupid", "Dumb", etc..)

Before leaving the room, I will ask a staff member for permission.

I will respect other's feelings by having a positive attitude when talking to them and not talking to others.

Not abiding by these rules can result in suspension from the program. All incidents will be handled on a 3 incident system, except hitting/fighting. Hitting/fighting will be an immediate 1 day suspension from the program. All other incidents will be handled as follows:

1 <sup>st</sup> Incident:	Verbal Warning
2 <sup>nd</sup> Incident:	Written Warning/Parent Meeting
3 <sup>rd</sup> Incident:	1-Day Suspension

At the camp director's discretion, campers that receive 3 written warnings during a session may be asked to leave the program for the remainder of the session.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Camper Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Parent Acknowledgement**

I have read and understand the information contained in this YMCA Day Camp Parent Handbook. I agree that both I and my child or children will abide by the policies and procedures presented herein.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

## Enrollment Form

Enrollment Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Information:

Mother's Name: \_\_\_\_\_ Mother's DOB: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Father's DOB \_\_\_\_\_

Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Marital Status: ( ) Married ( ) Single ( ) Separated ( ) Divorced ( ) Widowed

Child's Legal guardian(s): ( ) Both ( ) Mother ( ) Father ( ) Other

Child's Legal guardian(s): ( ) Both parents ( ) Mother ( ) Father ( ) Other

List 2 people to contact in case of emergency if parents cannot be reached:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Ph: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Ph: \_\_\_\_\_

In case of an emergency, to what hospital should the child be taken? \_\_\_\_\_

Child's Physician: \_\_\_\_\_ Ph: \_\_\_\_\_

I give the YMCA permission to use photos of my child for promotional literature:  
( ) Yes ( ) No

A Copy of your child's updated Immunization form must be on file.

Child's Name: \_\_\_\_\_

Parent Release Form:

I \_\_\_\_\_, give the following people authorization to drop off and/or pick up my child(ren). Only those listed here are allowed to pick up my child(ren).

Name: \_\_\_\_\_ Relation \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Relation \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Relation \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Relation \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Relation \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

The Following people MAY NOT pick up my Child(ren):

Name \_\_\_\_\_ Relation \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_

I understand that anyone not listed above will be unable to remove my child(ren) from the Limestone Family YMCA without a hand written note from me, the child's legal parent or guardian.

\_\_\_\_\_  
Parent or Guardian Signature

## Family History Form

Child Information:

Child's Name: \_\_\_\_\_ DOB \_\_\_\_\_

Has your child had previous group or child care experience? \_\_\_\_\_

Does your child have any siblings? \_\_\_\_\_

Name

Age

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_ If yes, please  
Indicate: \_\_\_\_\_

Does your child have any medical problems that you are aware  
of: \_\_\_\_\_

What are you child's favorite foods? \_\_\_\_\_

Are there any special food or eating instructions? \_\_\_\_\_

Are there any special bathroom or changing  
instructions? \_\_\_\_\_

What is your child's napping routine? \_\_\_\_\_

Please indicate the activities you would like to be involved in:

snack       picnic       staff appreciation efforts

story time       art       special activities

parent meetings

fundraising for "Gifts from the Heart" Campaign

Child \_\_\_\_\_

### **Emergency Medical Release**

This health history is accurate to the best of my knowledge, and the child herein described has my permission to engage in all activities and field trips except as told by me. In the event that I cannot be reached in an emergency, I hereby give permission to the director for the program or the designee to secure emergency medical services including transportation and Physician. I also give permission to the attending physician to order injections, anesthesia, or surgery for my child as named above, in the event of a life or death emergency. I understand that the YMCA carries liability insurance only; parents must carry their own accident insurance.

The undersigned understand that the YMCA does not allow members of its staff to perform additional child care services or any other services directly for participants that are outside the scope of the YMCA's programs. Should an employee perform such services without the knowledge of the YMCA, said employee will not be acting as an employee or agent of the YMCA. YMCA disclaims any and all liability in connection there within.

I am signing that I have received and read a copy of the parent handbook. I understand and agree to comply with the policies outlined in the handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_