

Important Contact Info

Edison Branch Y 732-494-3232
1775 Oak Tree Rd.
Edison, NJ 08820

Edison Y Camp Director

Wayne Blum
732-593-5956
Wayne.Blum@ymcaofmewsa.org



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Parent Handbook

Oak Tree STREAM Program

Oak Tree Summer Camp

Oak Tree Jr. Enrichment Camp



ymcaofmewsa.org

Day Camp Parent Information

Dear Parents,

Welcome to the Edison Y. Thank you for choosing us for your child's summer experience. Our goal is to make this summer fun exciting and safe for you and your child. We anxiously anticipate many days full of laughter, sunshine, and growth!

Sincerely,
Edison Y Camp Staff

Camp Contacts and Information

Director for Oak Tree Camps

Wayne Blum

Phone: 732-593-5956

Email: Wayne.Blum@ymcaofmewsa.org

For all questions prior to the start of camp please reach out to Wayne Blum.

Goals & Objectives

The goal of the Edison Y Day Camps is to provide positive and enriching experiences that help children between the ages 5 and 15 grow physically, mentally, and spiritually. To teach the character development values of Caring, Honesty, Respect, and Responsibility through values based programming, personal interaction and personal example.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the Center or the meaning, application, or alleged violations of the "Manual of Requirements." We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our Center may be in violation of licensing standards, you are entitled to report them to them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention, also.

Our Center must have a policy concerning the release of children to parents or people authorized by the parents(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the Center.

Our Center must have a policy about dispensing medicine and the management of communicable diseases. Please talk about these policies so we can work together to keep our children healthy.

Parents are entitled to review the Center's copy of the Bureau of Licensing's Inspection/ Violation Reports on the Center, which are issued after every State licensing inspection of our Center. If these is a licensing complaint investigation, your are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other action taken against the Center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our Center must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children.

Our Center must post it written statement of philosophy on child discipline in a prominent location and make copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our Center must post a listing or diagram of those rooms and areas approved by the Bureau of Licensing for the children's use. Please talk to us if you have any questions about the Center's space.

Our Center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the Center. Parents wishing to participate in the activities or operations of the Center should discuss their interest with the Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit the Center at any time without having to secure prior approval from the Director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our Center must inform parents in advance of every field trip, outing, or special event away from the Center, and must obtain prior written consent from parents before taking a child on such trips.

INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers** (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements, and other child care matters. The center may comply with these requirements by: 1) reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or 2) incorporating the required information the required information in its own handbooks, brochures, or other informational materials. In keeping with these requirements, the center must secure every parent's signature attesting to his or her receipt of the information.

Our Center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.) and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.) Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609)292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice or (800) 514-0383 (TTY).

Our Center is required by the State Child Care Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our Center. Look for it when you're at the Center.

To be licensed, our Center must comply with the **Manual of Requirements for Child Care Centers** (the official licensing regulations). The regulations cover such area as: physical environment/life-safety; staff qualification, supervision, and staff/child ration; program activities and equipment; health, food, and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our Center must have on the premises a copy of the "Manual of Requirements" and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the **Manual of Requirements for Child Care Centers**, for a nominal fee, by writing to the *Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625*.

Staff Training

The staff undergo a thorough screening and hiring process; including detailed application forms, a comprehensive interview process, reference checks, National Sex Offender checks and criminal background checks. Additionally, the staff completes an extensive child abuse prevention training program. All staff attend at least 10 hrs of pre-camp training per summer. Training also includes positive discipline, activities, games, child development, listen first, bullying and medication/EPI Pen use. Supervisors and managers complete additional training to further promote a child-safe environment.

Special Needs

We do our best to accommodate children with special needs-physical, behavioral, cognitive, etc. Close communication with you is essential in order for us to provide quality care.

Cancellations, Credits and Changes

All cancellations and changes must be made in writing to the camp Director. Camp fees are NON-REFUNDABLE.

Registration Requirements and Notifications

- All campers must be current members of the Edison Y (Family or Program) or a \$50 camp registration fee will be added at the time of sign up.
- A \$50 deposit is required for each child for each week of camp.
- Any changes to existing registrations will incur a \$10 fee per child after June 1st 2017
- Camp deposits are NON -Refundable. All camp fees are NON-Refundable after the balance is due for each camp week.
- Camp payments are due 30 days prior to the start of the camp week. Automatic payments will be drafted on June 1st for weeks 1-4, July 1st for weeks 5-8 and August 1st for weeks 9-10.

Financial Assistance

Every child deserves a camp experience. Through the Annual Campaign the Y raises money for camp scholarships. Visit our website to download a financial assistance application at www.ymcaofmews.org or stop at the Edison Y. Financial assistance is offered but subject to availability. The deadline for financial assistance is June 10th 2017.

Camper Absence & Attendance

If your camper will NOT be attending camp on a particular day, please call the camp location by 8AM. WE DO NOT OFFER MAKE-UP DAYS, CREDITS OR REFUNDS FOR MISSED DAYS.

Sign –In / Sign –Out Procedures

–It is required that parents or authorized person sign your child in and out daily.

–Campers will only be released to persons authorized by you on your child’s enrollment form.

–Permission for someone who is not on your child’s pick up list must be given in writing with your signature.

–The person picking up your child will be required to show a photo ID at every pick up.

–If someone who is not on the authorized pick list will be picking up your child on a given day, written notification will be required to allow the release of your child. Please also be aware that this person would also have to have a photo ID. They will not be released to them without one.

Drop-off/Early Drop-off

Camp drop off begins at 7am if you have the morning care add-on to your plan, all other drop offs would be for 8:00am. Dropping off later than 8:45am can effect your child’s camp day, especially on trip days.

Late Pick –Up

Your child must be picked up by the end of their camp day either 5PM or at the end of post care 7PM. Late fees will be assessed for any camper picked up after camp closing. The **LATE FEE** is \$1 per minute after pick up time. Services can be denied until this late fee is paid.

The following steps will be taken when a camper is left at the facility past closing time:

Calls to the parent and or emergency contacts on the campers enrollment form. If the Y has not been contacted by the parent/guardian or an emergency contact has not been reached within 1 hour of camp closing, the police will be notified to assist in locating the parents/guardians.

Swimming

All campers will have the opportunity to go swimming with their group. Proper swimming gear is required (bathing suit, towel, bathing cap). Swim testing (Test, Mark and Protect) is done each Monday to make counselors and life guards aware of your child’s swimming capabilities.

TEST: every individual who wants to enter your pool. If a child is under 8, you may automatically mark them as a non-swimmer. Anyone not swim tested can be automatically marked as a non-swimmer.

Mark: everyone entering your pool using breakaway neckbands or wristbands. This allows lifeguards and adults to know everyone’s swimming ability, and to identify non-swimmers and give them the attention they need.

PROTECT: all non-swimmer. Make sure they stay in arms reach of an adult. Ensure they wear properly fitted, Coast Guard approved life vests at all times. These measure do not replace the requirement to provide lifeguard supervision.

Private and Semi-private swim lessons are available at our Oakcrest Family Swim Club. If your child is an Oakcrest camper lessons are available to you during your child’s camp day. Oak Tree campers can sign up for private swim lessons as well but would have to schedule a time during non-camp hours. For more details regarding pricing and availability please contact the Oakcrest Family Swim Club at 908-756-9853.

General Camp Day

-Weekly activities will include swimming, nature, sports, arts & crafts, games and more. During the summer, we will have many different themes that will be reinforced by the camp staff. During these special events, campers may be asked to wear a costume, dress up or bring items in from home.

-Weekly newsletters will be given out to your child and available at our sign out tables. Newsletters will have information on the weekly activities, field trips and any special events that may occur.

-Personal belongings have a way of getting misplaced during camp. We will make every attempt to return all items we find. To help us you can label camper's belongings including hats, sunscreen, and clothes.

-Attendance is very important at camp please call the YMCA camp by 8 AM if your child will be absent. There are no credits or refunds for absences.

-On trip days the busses leave at 9 AM unless otherwise notified. Campers need to be here prior to 9 AM for attendance, bathroom and lunch collection. Tickets are bought in advance and there would be no credits or refunds for missed trips.

-Campers need to bring in their own sunscreen and it can be applied throughout the day with the help of counselors if needed with the younger groups and their faces.

-Campers will be given a T-shirt on their first day of camp. We will have additional T-shirts for sale during Pre & Post care for \$10.00 each. Shirts being sold are subject to availability. Camp shirts are required to be worn on any field trip your child attends.

Discipline Procedures

In order for our programs to operate in a safe manner it is important we set guidelines and limits for all participants. Constructive methods of discipline focused around character values of caring, honesty, respect, and responsibility are our main focus.

In extreme instances where the child's behavior affects other children, counselors or supervisors, such as but not limited to swearing, fighting, leaving the group or refusal to obey directives of the staff, he/she will be handled in the following manner:

First Warning: Discussion of incident with Camp Director

Second Warning: Written notice of the incident or behavior requiring parent/guardian signature and/or parent-staff camper conference and possibly temporary suspension. In the event that a camper is suspended there is no refund in fees.

Third Warning: Camper will be dismissed from camp. All fees for that current session are forfeited.

The above statements hold true in many circumstances. However in serious incidents suspensions or dismissal may be the first step. This is at discretion of the Camp Director. Please see expulsion policy in Parent Packet for more details.

Expectations of Parents

One of the goals of the Edison Y is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this goal is the responsibility of the staff, but also each adult who enters the programs. Parents of enrolled children are asked to behave in a manner consistent with the Y values; with decency, courtesy and respect.

Parents are expected to adhere to the following guidelines:

- Use appropriate language when in the programs- no swearing/cursing
- Treat their child, the staff and other children with respect- no physical/verbal punishment
- Smoking is prohibited anywhere on the property
- Parents are responsible for any child that accompanies them to the program for pick up/drop off and are expected to follow all policies and procedures while on the premises.

Medical Information

All campers are to have health history form completed and on file with the Edison Y each year required by our NJ State License. Health forms must be completed. Please visit our website www.ymcaofmews.org to download the form. All forms must be due prior to Camps start date. **Campers that do not have a health history form will not be permitted into camp until a health history form is provided.**

Dispensation of Medicine

Children must have current medical records prior to the start of camp. No medication prescription, or over the counter medicine, will be distributed without a doctor's note and an Edison Y medication form that has been signed off on by both the child's doctor and parent/guardian. A medication form must be filled out and given to the Camp Director stating the child's name, the name of the medication, the reason for the medication, the dates to be administered, the time to be administered and the dosage. Each medication must have a separate form completed. The medication form can be found our website www.ymcaofmews.org

PLEASE DO NOT SEND ANY MEDICATION IN YOUR CHILD'S LUNCH BOX OR BACKPACK. YOU MUST HAND DELIVER THE MEDICATION TO THE CAMP DIRECTOR IN ITS ORIGINAL PACKAGING.

Illness During Camp Hours

If a child becomes ill during camp hours, a parent is called to pick up the child. A child with a bad cold or fever may pass it to other children in camp. The child will wait in the Director's office until he/she is picked up. Please pick up your child immediately. If you are unable to pick up it is your responsibility to find an alternant pick up person.

Parent Notification

Any injuries/ incidents that occur during your child's day will be communicated to you at pick up. If your child has a head injury or an advanced medical personnel is needed, then you will be called immediately. Phone contact with parents/guardians is established in an emergency but is not limited too severe injuries requiring a physician's visit or incidents requiring immediate pick up from camp due to child's behavior or actions. Each person's health form contains contact information, as well as alternate contacts if the parents/guardians cannot be reached. This process is initiated by the Camp Director but can also be delegated to an appropriate staff member. The general camp practice is to contact parents when there is concern about a person's health or safety.

Personal Property

The Edison Y is not responsible for lost or stolen items. Please make sure that all personal items are labeled. We strongly advise that your child does not bring personal items to camp such as game boys, iPods, cell phones, iPads/tablets or other electronic devices. Personal Sports equipment should not be brought to camp unless instructed in advance by the counselors.

Cell Phones and Electronic Devices

If your child brings a cell phone or any other electronic device to camp it must remain off. If there is ever a time when they need to call their parents the Camp Director will allow them to use the YMCA phone or their cell phone in the office. Children not following these rules will have devices taken and left in office until pick-up. **PLEASE UNDERSTAND THE EDISON Y AND OAKCREST FAMILY SWIM CLUB ARE NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN DEVICES.**

Babysitting

It is policy of the Y that the staff is NOT permitted to baby-sit Edison Y camp participants, so please do not ask. If you have a pre-existing relationship with a staff member, you must submit a written document informing us of the pre-existing relationship.

Lunch / Snacks / Trips & Trip Money

Campers can bring their lunch daily or order with the appropriate camp location. Lunch can not be ordered on trip days. Lunch should be packed in a paper bag with your child's name written clearly on it. Please make sure you pack a FULL lunch for your child including extra drinks and snacks as our days are very active. Campers are not allowed to visit the vending machines during camp hours unless they are with their parent/guardian.

****WE ARE NOT PEANUT FREE-**If your child has a peanut allergy please be sure to notify us. We will make reasonable accommodations for your child.

On trip days campers may have the opportunity to visit a gift shop or snack bar. Please do not count on campers being able to buy lunch on trip days as some places may not be open when we are eating. Staff is not responsible for camper's spending money.