



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



SUMMER CAMP

PARENT HANDBOOK



CAMP MUNSEE
**YMCA OF METUCHEN, EDISON,
WOODBIDGE AND SOUTH AMBOY**
ymcaofmews.org

Letter to the Parents

Dear Parents,

Welcome to Summer Camp. Thank you for choosing the Metuchen Branch YMCA 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.

The goal of the Metuchen YMCA Day Camp is to provide positive and enriching experiences that encourage children between the ages of 5 and 15 to grow physically, mentally, and spiritually. The YMCA also focuses on teaching the Y Core values of Caring, Honesty, Respect, and Responsibility through our camp based programs, through personal interactions, and by setting a personal example. The Metuchen Branch YMCA looks forward to seeing you and your child this summer.

*Sincerely,
The Metuchen Branch YMCA Camp Staff*

Hours of Operation

Camp Munsee
June 22nd– August 28th

Hours
8:00 AM–5:00 PM

Pre-Care
7:00AM–8:00AM
(fee assessed)

5:00 PM–6:30PM
(fee assessed)

Camp Contact:

Camp Munsee Director
Gabriella St. Fleur
732-548-2044 Ext. 2255
gabriella.stfleur@ymcaofmews.org

General Camp Day

- Camp weekly activities will include swimming, sports, arts & crafts, games, and more.
- Each campsite will have weekly themes throughout the summer. Various themes may ask campers to wear a costume, to dress up, or bring items in from home on select days. Parents/Guardians should stay up to date with our weekly themes to ensure the best camp experience for their child.
- A weekly newsletter will be available every Monday to help prepare parents and campers for that week of camp. Please look for this newsletter on the sign out clip board, or just ask a friendly staff person for a newsletter handout.
- Personal belongings have a way of getting misplaced during camp. Please label camper's belongings to help reduce the occurrence of lost items during the summer (example: hats, sunscreen, and clothes). The YMCA staff will make every attempt to return all items found at our campsites.
- Please call the YMCA by 8 AM if a camper will be absent. **There will be no credits or refunds issued for any absences.**
- On trip days the busses will leave at 9 AM. Campers need to be at their campsite prior to 9 AM for attendance, bathroom runs, and lunch collections.

We do not have any accommodations for campers who miss the bus or who choose not to go on the trip.

- Campers need to bring in their own sunscreen. Sunscreen will be applied throughout the day. Young campers who need assistance putting on sunscreen can ask for help from a camp counselor.
- Campers will receive a camp T-shirt on their first day of camp. Camp T-shirts must be worn during camp trips. There will be additional T-shirts for sale during Pre & Post care for \$10.00 each.

Staff Training

The Camp Munsee staff is selected on the basis of responsibility, the ability to relate to children, and the sensitivity to accommodate each child's individual needs. The staff undergoes 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 are required to attend at least 16 hours of pre-camp training each summer. Training also includes positive discipline, child development, listen first, bullying, medication/EPI Pen use, and our CATCH and Sanford Harmony programs. Supervisors and managers complete additional trainings to further promote a child-safe environment.

Policies and Procedures

Confidentiality

According to the Metuchen YMCA Day Camp policy, any information regarding a child, child's family, or any other matters discussed with the Director and staff will be held in confidence. Each child's file will include personal information given at the time of registration, written correspondence to and from a parent/guardian, and any documented assessments. This information will be strictly confidential.

Special Needs

The Metuchen Branch YMCA believes that everyone deserves the opportunity to learn, grow, and thrive. Camp Munsee is proud to offer programs and services for individuals with special needs to help make a meaningful impact in the lives of those individuals and their families. The YMCA staff will strive to provide the best day camp experience for every child and will accommodate any children with special needs. Close communication between the YMCA staff and families are essential to ensure that appropriate quality care is provided. Communication is welcomed by our Camp Director for any questions, comments, or concerns.

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 is done each Monday to make counselors and a life guard aware of your child's swimming capabilities. We also offer swim lessons for an additional fee. Campers are responsible for bringing their own swimming gear.

Test, Mark, and Protect (Swim Test)

TEST: *Every individual who wants to enter the 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. Sign them up for swim classes. 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.*

FOR MORE INFORMATION PLEASE CONTACT THE

AQUATICS DIRECTOR

Danica Lindsey

732-548-2044 ext:2212

danica.lindsey@ymcaofmews.org

Cell Phones

If your child brings a cell phone 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 USE their personal cell phone in the office.

THE METUCHEN YMCA IS NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN CELL PHONES.

Lunch / Snacks / Trips & Trip Money

Campers must bring their lunch every day. Lunch should be packed in a paper bag with your child's name written clearly on it. Make sure you pack a FULL lunch for your child including extra drinks and snacks as our days are long and active. Campers are NOT allowed to visit the vending machines during camp hours, unless they are with their parent/guardian.

On trip days, campers may have the opportunity to visit a gift shop or snack bar after they have completed their lunch from home. 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, or we may not be able to go until the end of our day. Campers are responsible for their trip money. We recommend putting money in an envelope with your campers name for trips. **Staff are not responsible for camper's spending money.**

Keeping lunch safe

- If paper bags are used, a new one should be used each day-do not use the same paper bag two days in a row.
- To keep lunch cold until it's time to eat, freeze a juice/ water container, and/or use a small freezer pack.
- Be sure to wrap the sandwich well in plastic wrap, aluminum foil, or a plastic sandwich bag.
- You can send extra snacks for your child throughout the day. *****WE ARE NOT PEANUT FREE*****

Cancellations, Credits and Changes

All cancellations and changes must be made in writing at the Metuchen Branch YMCA front desk.
Camp fees are NON-REFUNDABLE.

Please review our Credit Policy below in the event a parent needs to cancel a camper's registration.

Credit Policy

- All campers must be current members of the Metuchen YMCA (Family or Program). If a camper does not have a program membership, a \$50 camp registration fee will be required.
- For each week of camp, a \$50 deposit is required for each child.
- Any changes to any existing registrations will incur a \$10 fee per camper.
- Financial Assistance is available and must be turned in before the first day that a camper will start camp.
- After registering for camp, you will receive payment information and a medical form. Health forms must be notarized before the first day that your camper will start camp.

Camp deposits are NON –Refundable.

All camp fees are NON-Refundable after the balance due date has started for each camp week.

Camp fee payments due dates:

Camp weeks 1-4 on or before May 1st

Camp weeks 5-8 on or before June 1st

Camp week 9-10 on or before July 1st

Camper Absence & Attendance

*Camp Munsee DOES NOT offer make-up days.
There will be no credits or refunds issued for any missed days
unless authorized by Camp Director.*

Sign –In / Sign –Out Procedures

Signing-In

- Campers at Camp Munsee may sign-in at 7:00 AM for Pre-Care.
- Campers at Camp Munsee may sign-in at 8:00 AM for Regular Camp Hours.

Signing-Out

*All children must be picked up by the end of the camp day.

- Camp Munsee will end at 5:00 PM
- Post care at Camp Munsee will run until 6:30 PM
- Parents/Guardians, or an authorized person, are required to sign their child in and out daily. A sign-in/sign-out form will be available at each campsite.
- Campers will only be released to an authorized person that has been listed by the parent/guardian on a child's enrollment form.
- Permission for someone who is not on a child's pick up list must be given in writing with the parent's/guardian's signature. The unlisted person picking up a child will be required to show a photo ID.
- Camp Staff are required to ask for ID until they become familiar with a person picking up a child.
- If the person who has arrived to pick up your child is judged by the Y staff to be unsafe to drive a vehicle (example: due to being under the influence), the Y staff will express concern and will offer to contact someone on the child's enrollment form. If the person becomes uncooperative, the Y staff will call the police and the Executive Director to assist with the situation. The incident will be documented.

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 a Metuchen Branch YMCA Medication form that has been signed off by both the child's doctor and a 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 on our website, www.ymcaofmewsa.org.

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 your child, it is your responsibility to find an alternate 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 a parents/guardian 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.

Camp Forms

All campers are required to have a current Metuchen Branch YMCA registration and notarized health form on file. All campers must have their paperwork into the camp office before your child starts their first day of camp. Forms can be notarized at the YMCA with appointment for \$2.50 each.

Any child that does not have their paperwork on file before they start camp will not be able to attend Camp Munsee

Medical Information

All campers must have their health history form completed and on file with the Metuchen Branch YMCA each year. This is required by our NJ State License and cannot be negotiated. Health forms must be completed. Please visit our website www.ymcaofmewsa.org to download the form. All forms must be received by the Metuchen Branch YMCA before a camper starts camp. **Campers that do not have a health history form will not be permitted into camp until a health history form is provided.**

Relationships have been made with each camp location with local doctors and with JFK Hospital in Edison.

- It is important to inform the YMCA of all allergies to medications, insects, and/or foods.
- All medications sent to camp must be sent in the original container, accompanied by the proper medical release form specifying dosage. This form can be obtained at the YMCA or online on the camp page.
- Please do not send your child to camp if they have any of the following:

- A Temperature OVER 99*, Sore Throat, Ringworm, Rashes, Earache, Impetigo, Vomit/Diarrhea, and any other communicable diseases.

Early Pick Up

- Early pick up from camp is permitted as long as there is a note from a parent/guardian informing the staff of who will be picking up their camper and when their camper will be expected to be picked up. Campers and YMCA staff are not always in the building as activities may take place outside.

**Please note, early pick up will not available during scheduled trips because the children and staff will not be at the camp site location.*

Late Pick -Up

Late fees will be assessed for any camper picked up after camp closing. The **LATE FEE** is \$5 for the first 10 minutes and a \$1 per minute after that.

Services can be denied until this late fee is paid.

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

- Phone calls will be made 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.

BULLYING

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace; through the use of e-mails, text messaging, instant messaging, weblogs, personal Web sites and other less direct methods. This type of bullying can also lead to persons being hurt during or between the Camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At the Metuchen YMCA, bullying is inexcusable, and we have a firm policy against all types of bullying. Each camper is expected to treat all other campers with respect, and to help each other achieve the best possible experience. If a camper has difficulty meeting this expectation, parents may be called upon to assist. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great Camp memories! Unfortunately, people who are bullied may not have the same potential to get the most out of their Camp experience.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience. We can't manage an incident if we don't know about it. Every person has the right to have the best possible experience at Camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at the YMCA.

Expectations of Parents

One of the goals of the Metuchen Branch YMCA 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 to each adult who enters this program. Parents of enrolled campers 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:

- Use appropriate language when in the programs.
- Treat all camp participants respect.
- Smoking is prohibited anywhere on YMCA property
- Parents must accompany children to the campsite for pick up/drop off and are expected to follow all YMCA policies and procedures while on the camp premises.

Personal Property

The Metuchen Branch YMCA 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. (For example: Nintendo DS systems, 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. In the event that they are brought into camp they will be held by the Camp Director and returned to the parent/guardian at the end of the day.

Babysitting

It is policy of the YMCA that the staff is NOT permitted to babysit any child enrolled in any Metuchen YMCA programs. If you have a pre-existing relationship with a staff member, you must submit a written document informing us of the pre-existing relationship.

Parents Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms
 - including the child's immunizations records.
- Habitual tardiness when picking up child.
- Physical/Verbal Abuse/Threats against YMCA participants
- Failure to comply with YMCA policies.

Child's Actions for Expulsion

- Failure to comply YMCA policies.
- Inappropriate behavior, actions, or gestures.
- Poses a physical threat to self or camp participants.

Actions To Prevent Expulsion

- Staff will redirect negative behavior.
- Staff will reassess environment and activities.
- Staff will discipline using positive methods/language.
- Staff will praise appropriate behavior.
- Staff will apply appropriate consequences when needed.
- A brief time-out in correlation with child's age will be given so the child can regain control
- Child's behavior will be documented and maintained in confidentially
- Parent/guardian will be notified verbally upon pick-up.
- Parent/guardian will receive a copy of behavior reports.
- If necessary, the Camp Director and Parent/Guardian will have a conference to discuss how to promote positive behaviors.

A Parent/Guardian May Take Up The Following Actions

- File a complaint to the Office of Licensing.
- Report a abuse or neglect.
- Question Camp policies or procedures.

*These actions will not negatively affect a camper's enrollment

DISCIPLINE POLICY

To maintain quality and safety of our camp programs, the Metuchen Branch YMCA has set guidelines and limits for all participants. Constructive methods of discipline have been implemented to support, focus, and emphasize the Y core values of caring, honesty, respect, and responsibility.

The YMCA does not tolerate campers who harm other participants in our camp programs. This includes, but is not limited to:

- Degrading or demeaning other camp participants.
- Physical/Verbal threats against another person.
- Harassment and Intimidation against another person.

In the event where a child's behavior severely negatively affects other participants of the camp, the following actions will go into effect:

- **First Warning:** Discussion of incident with Camp Director.
- **Second Warning:** Detailed behavior report followed up with a conference between the parent/guardian, the counselor, and the Camp Director. Camper may face a possible suspension from the camp program at the discretion of the Camp Director. 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.