FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DAY CAMP PARENT HANDBOOK

MEETING WATERS YMCA



We are committed to nurturing the potential of every child and teen, promoting healthy living and fostering a sense of social responsibility.

Camping, like many Y programs, is about learning skills, developing character and making friends. Camping teaches self reliance, a love for nature and outdoors, and the development of attitudes and practices that build character and leadership—all amidst the fun of canoeing, archery, swimming, talent shows and meaningful relationships. Y counselors are dedicated to making sure our camps provide an amazing experience for every camper.

We have 61 years of experience providing a safe, thriving environment for young people to explore personal interests, build self-esteem, develop interpersonal skills, discover the creativity and health benefits of the outdoors, and make lasting memories and friendships.



OBJECTIVES

♦To help children develop to their fullest potential physically, intellectually, and socially.

♦To deliver the program in a safe, fun, supportive, caring, and positive environment.

♦To support and strengthen families.

♦To build lifelong camp memories and friendships.

♦To have FUN!!

HOP THE GAP

YMCA camp programs address five critical needs of children in the summer—hunger, health, learning, water safety, and safe spaces.

CONTACT INFORMATION

Camp staff (during the camp season only): (802) 380-5474 Call or text this number any time your child will be absent, or with questions, concerns or compliments.

MWYMCA main office: (802) 463-4769 Call this number for billing or general information.

Fax: (802) 463-3447

DIRECTIONS TO CAMP

Use GPS address of 121 Missing Link Rd, Springfield, VT

From the south: Take I-91 north. to Exit 7 Springfield. Bear right at the end of the off-ramp. Travel less than ¼ mile, passing under the I-91 overpass and turn left onto Rt. 5 south. Travel less than ¼ mile. Our drive is on the right, at the end of the bridge that crosses over the Black River.

From the west: From downtown Springfield, travel east on Rt. 11. Turn right onto Rt. 5 south. Travel less than ¼ mile. Our drive is on the right, at the end of the bridge that crosses over the Black River.

From the Fall Mountain Area: From downtown Charlestown, take the left onto rt. 11, cross the old Toll Bridge between Charlestown and Springfield. Pass under the I-91 overpass and turn left onto Rt. 5 south. Travel less than ¼ mile. Our drive is on the right, at the end of the bridge that crosses over the Black River.

From the North: Take I-91 south to Exit 7. At the end of the off-ramp, turn right. Turn left onto Rt. 5 south. Travel less than ¼ mile. Our drive is on the right, at the end of the bridge that crosses over the Black River.

- This institution is an equal opportunity provider.

WHAT TO BRING…

Please label everything that you send to camp with your child. There is a lost and found at camp and children should be encouraged to check it.

- **Meals—** we participate in the Summer Food Service Program. Parents must select whether their child will participate and receive breakfast, lunch, and snack each day, or bring their own. Snack will be provided to anyone who is enrolled in the meals program.

- **If your child is not participating in the meals program they must bring a healthy snack for morning and afternoon, lunch, and plenty of water. Due to limited refrigerator space, meals should be in as small a container as possible - large zip-lock bags are great! - clearly marked. Do not send hard lunch boxes or coolers.**

- **Water—**You must pack at least one large water bottle every day (Freeze a partially-filled water bottle the night before and it serves as a cool drink throughout the day!), We have filling stations but we do not have water fountains.

- **Bathing suit and towel—** Every child will swim each day of camp so a bathing suit and towel are a must. Don't assume that just because it's raining, we won't swim. Swimming in the rain is a blast!

- **Water shoes or old sneakers—**for canoeing and swamp walks. **Closed toe shoes for archery.**

- **Foul weather gear—**pack warm clothing and rain gear, essential in our unpredictable New England climate.

- **Sunblock—**applied by the parent in the morning and sent with child for daily application- clearly labeled with your child's name. We do not provide sunblock.

- **Insect Repellent—**clearly labeled with child's name.

****Sunblock & insect repellant brought by younger children will be kept at camp.**

******If you have multiple children at camp they must have their own bottles of sunblock and insect repellent. Groups will be spread out during the day and sharing is not possible.**

*****Staff will supervise self-application of your child's personal sunblock and insect repellent. Please review with your child how to apply.**

… AND WHAT NOT TO BRING ON THE BUS OR TO CAMP

Campers should not bring: electronic devices including cell phones and smart watches (including on the bus), chewing gum, candy, soda, cameras, electronic games, music players, pocket knives, personal toys, trading cards, or anything of value. If brought to camp these items will be confiscated.

Meeting Waters YMCA is not responsible for lost, stolen, or damaged items.

TRANSPORTATION

Bus Schedules

Below is the schedule and location of stops, with pick-up and drop-off times. Busses will not stop at any other location along their route. Children from any town are welcome to ride the bus. You may use the bus stop most convenient for you or bring your campers directly to camp. Changes to your designated pick up or drop off plans must be approved through the Camp Office at least 24 hours in advance, including picking up a child from camp.

Northern

Westminster	(8:00/4:55)	Buck Drive – back parking lot on the right side before SEVCA
Bellows Falls	(8:10/4:45)	Rockingham Central Elementary – School St. Ext.
Chester	(8:30/4:25)	Green Mountain Union High School parking lot
Springfield	(8:45/4:10)	Riverside Middle School – lower parking lot/first set of bleachers

Southern

Brattleboro	(8:00/5:00)	Green Street School
Putney	(8:15/4:40)	Putney Inn (am); Putney Co-Op (pm)
Walpole	(8:35/4:20)	Us Cellular/Bowman Dental parking lot
Charlestown	(8:50/4:05)	Charlestown Middle School lower parking lot (am); Railroad St. parking lot behind the library (pm)

We are grateful to the owners/directors of these sites for their support. Please be respectful of property & business operations.

Morning Pick-up: Children must be at the bus stop before or at the designated time and must be accompanied by an adult at all times. Please wait until your child has been confirmed and checked in by the bus monitor before leaving. The bus will depart promptly on schedule.

Afternoon Drop-off: At the scheduled drop off time, the responsibility of the Meeting Waters YMCA ends whether an adult escort is present or not. Given the number of children and bus stops, we cannot wait for escorts who are tardy. Please be sure the designated escort is at the stop on time. The bus will remain at the stop only until the designated drop off time.

If you need to contact the bus, call the camp and we will relay a message or give you the number for the bus.

All expectations for behavior at camp apply to the bus ride as well. We reserve the right to remove a child from the bus service for a specified period of time if their behavior is unsafe or inappropriate.

Any change in transportation arrangements must be made and approved by the main office through info@meetingwatersymca.org at least 24 hours prior. If there is an emergency you should call the camp office to arrange pick-up and drop-off times.

Camp Drop-off and Pick-up

Please do not drive up the hill between 8:45-9:15 or 3:45-4:15. Use caution when driving up at all times as it is one lane (if enrolled in before/after camp, see below).

Please bring children to camp between 8:45 and 8:55 am at the lower parking lot (right side) just inside the camp entrance. You must park and wait with your child until the staff have checked your child in and given you confirmation that you may leave. Children are brought to the lower parking lot for pick-up between 3:45 and 4:00pm. You must pick your child up by 4:00. There is a $1 per minute late pick-up fee starting at 4:00.

The watch of the staff member on pick-up duty will serve as the official time.



Before Camp: 8:00-9:00am

Those parents enrolled in the Before Camp program may drop their children off between 8:00 and 8:30am. Please check in with the staff upon arrival. **Please do not drive up the hill after 8:40am.**

After Camp: 4:00-5:00pm*

If you are enrolled in the After Camp program you may drive up the hill for pick up between 4:15pm and 5:00 pm. *Late pickup rates apply after 5:00pm.

Most staff leave at 4:15 so please wait until after that time to drive up.

TYPICAL DAY

* this schedule is subject to change for special days and is group dependent.

9:00 Check in, Morning meeting
9:30 Snack
10:30 Activity Period 1
10:45 Activity Period 2
11:45 Lunch
12:15 Activity Period 3
1:15 Activity Period 4
2:15 Snack
2:30 Activity Period 5
3:30 Closing Ceremonies
3:45 Depart for busses

BEHAVIORAL EXPECTATIONS

The campers and staff will co-create a set of rules and expectations for their group within the first day of each session. However, there are baseline expectations.

Please review these expectations with your child prior to his/her first day at camp.

- Treat others the way they want to be treated.
- Speak and act with respect and courtesy.
- Use kind, positive words.
- Respect others' bodies, feelings and personal space.
- Stay with the camp staff – It is never okay to leave your group unless you have the permission of one of the camp staff.
- Respect the property of the YMCA.
- Use sports, arts & craft and other equipment only for what they are made to do.
- Put things back where they belong.
- Keep all areas clean after use – throw away or recycle your trash and all trash you find.
- Always clean up after yourself.
- Keep track of your belongings.
- Be sure you have everything you started with when you move from one place to the next.
- Use others' belongings only if they have allowed you to do so.



DISCIPLINE POLICY

Our day camp's approach to discipline is based on showing respect to everyone with the ultimate goal of every child having fun while growing and learning. Should a discipline problem arise, we are committed to a seven-step progressive discipline process. The aim is to use the "problem" as a learning opportunity at each step along the way. In most cases we will start the process at the beginning. We reserve the right to begin the process at any step, including immediate dismissal from camp, for serious behavior problems.

DISCIPLINE PROCESS

The typical process is as follows:

- **Redirection:** Redirect the child away from the scene of the incident to a different activity or small group.
- **Talk with child about the incident:** Discuss what happened, how it could have been resolved, what they will do differently in the future and what will happen if the same behavior happens again.
- **Remove the child from the situation:** The child will be moved from the group and the activity to a quiet, supervised spot where they can discuss the incident.
- **Incident Report:** Staff will complete an incident report and discuss the situation with the parent(s). The parent(s) then need to sign and return the report to indicate their understanding of the need for behavior changes and consequences for future violations.
- **Call parent:** If a serious behavior problem occurs staff will contact the parent. In this case, a parent or designated escort must pick the child up within one hour of the phone call.
- **Meeting with the parent(s):** If violations of camp policies and expectations occur on a repeated basis or are related to physical or emotional safety, the child will not be allowed to return to camp until our staff has had an opportunity to meet with the parent(s). Such a meeting will focus on the concerns, potential solutions and behavioral guidelines to which the child must adhere in the future.
- **Removal from the Day Camp Program:** If the behavior continues or represents an immediate threat to others' physical and emotional safety, the child will be removed from the program without a chance to return. All program fees are non-refundable for dismissal based on behavioral problems. In addition, if the camper is registered for future camp sessions, the deposits for those sessions are also non-refundable.

Additional information required by Vermont child care licensing regulations can be found at their website: https://dcf.vermont.gov/cdd/laws-rules/licensing

COMMUNICATION

Parent-Camper-Staff Communications

A successful summer camp experience requires open, honest and caring communication between staff and campers as well as staff and parents. We all have the same goal... a safe, enriching experience for your child. Your child will be respected as an important resource in creating a camp experience that is meaningful and rewarding for them and the other campers. Given that common ground, we look forward to hearing your concerns, compliments and feedback and, should we have compliments or concerns, we will share them with you as well. Please contact the Camp Director at 802-380-5474.

Absences

You must call or text the camp phone number whenever your child is not able to attend the program. Please state the reason for absence (sick, vacation, personal day, etc.) and leave a number that the staff will be able to contact you with any follow up questions.

Child Care Concern Line

We choose to license our Day Camp program as a School-Age Child Care Program with the Division of Child Care Licensing of the State of Vermont. The main reason we do this is so that working parents have the opportunity to take advantage of the State Childcare Financial Assistance Program designed to assist families with the cost of quality child care. To be licensed requires our staff, facilities, and curriculum to be of the highest quality. However, should you have any concerns, we encourage you to contact us and/or the State of Vermont's Child Care concern hotline at 1-800-649-2642 option 3.

HEALTH POLICIES

Sick Child Policy

These guidelines have been established for the comfort and well-being of your child and that of other children at camp. We ask parents to carefully screen your child daily. Children who exhibit any signs of illness (fever, sore throat, headache, ear ache, stuffy nose that is not related to documented allergies, stomach issues, etc) are required to stay home. If a child becomes ill while at camp, we will call you and you must pick up our child **immediately.**

Each session campers will enjoy such activities as:

Swimming lessons, free swim, archery, arts & crafts, nature exploration, canoeing, sports, adventure games, and many others.

Sick Child Policy Continued

These guidelines have been established for the comfort and well-being of your child and that of other children at camp.

We ask that your child remain at home if:

- They have or have had a fever (without the use of fever reducing medicine) in the previous 24 hours.
- They are feeling unwell or so poorly that they require an excessive amount of time from staff or are unable to participate in regular activities.
- They have been in close contact with someone who has been ill or diagnosed with Covid-19, measles, or any other communicable disease.

In the event that your child develops or contracts a contagious illness or head lice while at camp or two weeks following their attendance at camp, please contact the Meeting Waters YMCA main office within 24 hours.

Accidents and Injuries

We'd like to think that no child will be injured while in our care this summer, but given there will be hundreds of campers, injuries can happen. All camp staff are trained in CPR and first aid. If a child has a minor injury they will be treated and cared for in the office until they feel ready to return to camp activities. You will be notified of the injury through a note from the Counselor or the Camp Director.

In case of a medical emergency, the staff will take whatever steps necessary to ensure the safety of the child. These steps may include, but are not limited to, the following:

- Attempt to contact parent/legal guardian;
- Attempt to contact those listed on emergency form;
- Attempts to contact child's physician.

If we cannot contact parent/guardian, emergency contacts, or physician we will do any or all of the following:

- contact another physician;
- call an ambulance to transport child in the company of a camp staff member.

If the emergency warrants immediate care, the Camp Director will call an ambulance to transport the child to an emergency care unit and then proceed to contact the parent/guardian.

Find additional Safety and Emergency Procedures click **here** or request a copy through the main office.

Medical/ Health Insurance

We do not carry health or medical insurance for campers. Parents must include their own personal/family insurance information on the registration form. This information will be used only if outside medical assistance is required.

MEDICATION AT CAMP

If you indicated on your registration form that your child needs to receive medicine during camp hours, you will receive a Medication Release Form. If you do not receive this form, or if your child begins needing medication after you have already returned the registration forms, please call the office to receive a form. All prescription medicines to be administered at camp must:

- Be brought in the original prescription container with current and accurate dosing, time for administration, name and phone number of the prescribing doctor, and any other directions;
- Be clearly labeled with the camper's name;
- Be accompanied by the Meeting Waters YMCA medication release form, or a copy is on file in the office;
- Be brought directly to a Camp Director or counselor by the camper or their parent;
- There should be enough medication to last a session.

Please note: We do not dispense non-prescription medication such as aspirin, acetaminophen, ibuprofen or over the counter allergy medicine. This should be taken before coming to camp if necessary. The exception being Benadryl or other antihistamines when prescribed as part of an allergy action plan.

Allergies/Asthma

If a child's health records indicate allergies or asthma, camp staff will discuss the symptoms and procedures for care with the child's parent(s). An allergy/asthma action plan, describing the issue and all steps to be taken, will be kept at camp. Parents must provided all necessary medication as indicated on the action plan including Benadryl or other antihistamine. Staff will be informed of all health issues within their group. If a child has an allergy/asthma attack the staff will follow procedure for care as outlined on the action plan and parents will be notified immediately.

******Children with a prescription requiring an inhaler or epipen will not be permitted at camp without it.**

******Campers with pre-existing medical concerns, respiratory conditions such as asthma or other health situations that put them at greater risk, should contact their primary care provider and consider the level of risk. We may require further information to ascertain our risk in this regard.**

Immunization Record/Health Form

Each child is required to have up-to-date immunizations or an exemption form on file at camp, as mandated by the Vermont Department of Health. Meeting Waters YMCA will follow all guidance and requirements from the Vermont Department of Health regarding attendance in our programs for unvaccinated children.

OTHER MISCELLANEOUS INFORMATION



Family Nights

We are planning a family night for later in the summer—open to campers from all sessions. Please watch your email for details.

Camp Gear

Camp gear (shirts, bags, etc.) will be available for purchase. Notices will be sent by e-mail prior to the start of camp and regularly throughout the summer.

Protocol for Reporting Suspected Child Abuse/ Neglect

All camp staff are mandated to report any signs of child abuse or neglect as soon as there is reasonable cause to believe that abuse or neglect may have occurred. The staff member will call the Division of Social Services within 24 hours of initial report.

CAP Policy and Staff Babysitting

Meeting Waters YMCA implements stringent Child Abuse Prevention (CAP) policies and practices. All staff receive training and sign a Code of Conduct stating they agree to adhere to and hold each other to those policies, including:

Individuals who are prohibited from participating in camp activities or accessing camp facilities under applicable regulations or our Code of Conduct will be excluded. We are committed to protecting every child's safety, well-being, and right to participate in a secure and respectful environment.

YMCA staff may not be alone with program participants outside of YMCA programs (this includes babysitting).

Staff may not have contact with program participants through social media, except through organizational channels such as any MWYMCA social media pages.

For additional information about our Child Abuse Prevention policies and practices, please contact Executive Director Sue Fortier at: sue@meetingwatersymca.org

MEETING WATERS YMCA

Strengthening the foundations of community in the
Brattleboro, Bellows Falls, Springfield and Fall Mountain regions
by fostering youth development, healthy living and social responsibility.

Main Office: 11A Hospital Court, Suite 6, Bellows Falls, VT 05101 phone: 802-463-4769
Mailing Address: PO Box 511, Bellows Falls, VT 05101
Lewis Day Camp: Route 5/Missing Link Road, Springfield, VT 05156 phone: 802-380-5474

www.meetingwatersymca.org