

# **BHP BILLITON YMCA DAY CAMPS 2021**

**Camper and Parent Handbook**

**Ages 4-11**



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

## **ABOUT OUT DAY CAMP**

**Our mission is “To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.”** We are dedicated to providing a day camp that glorifies God and gives your child the ability to learn, socialize, have fun, make decisions, build self-esteem, and challenge themselves in a safe and nurturing environment.

## **ABOUT OUR CAMP STAFF**

Members of the YMCA Camp Staff are chosen for their ability to model the YMCA values of care, honesty, respect, and responsibility to campers entrusted within their care. Our intensive pre-camp training sessions focus on the personal skills and knowledge necessary to ensure your child’s experience is positive, safe, and fun.

The staff also learns sports, games, songs, crafts, and other activities needed to make our camp the best experience possible. During training, our staff learns role modeling, child supervision, abuse prevention, aquatic safety, and general safety. All YMCA staff hold a current Standard First Aid & CPR certification. In addition, we run a criminal reference check on all YMCA staff.

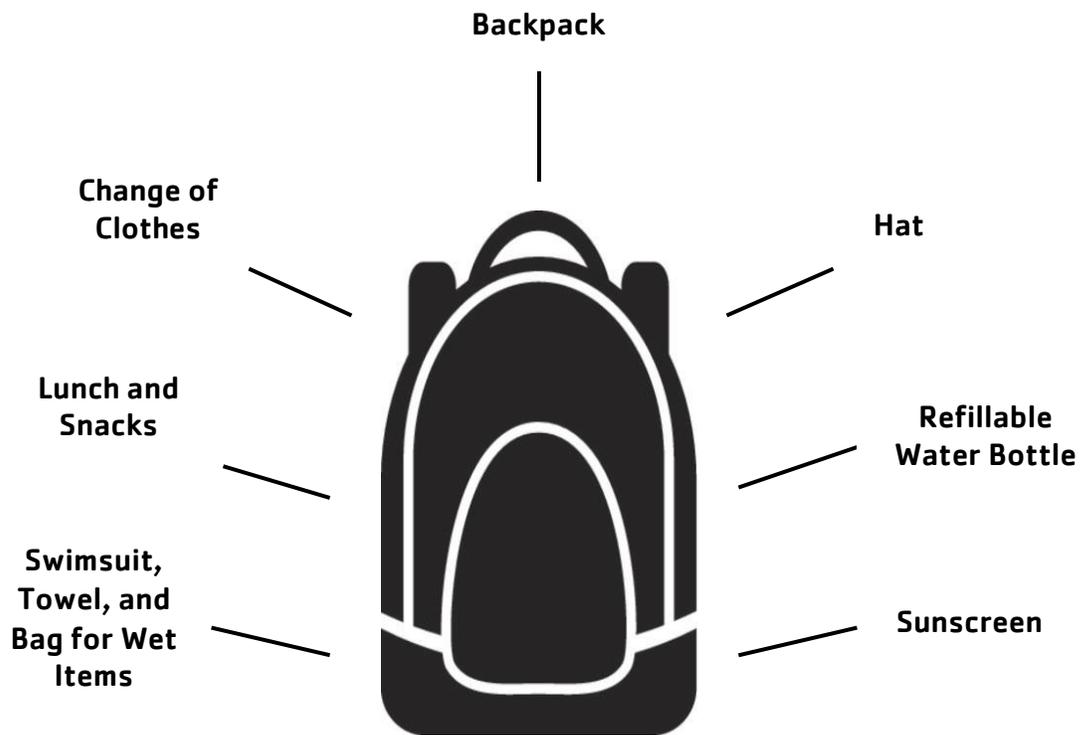
We recognize the tremendous effect a good camping experience has on the development of a young child and carefully select each staff member for their enthusiasm working with children and their experience in sports, camping, and recreation. Our team is a dedicated group of YMCA staff who harbor a genuine caring for youth and camp life. Our staff knows the importance of a safe environment which ensures the right combination of challenge and fun.

There are different levels of ability with our camp staff:

- **Counselors-** College level students and high school students (16 years or older) who have experience and training with school-aged children. They are directly responsible and accountable for all group situations, safety, and the well-being of their campers.
- **Specialty Instructors-** Professionals, teachers, and/or coaches with a high level of experience in a chosen field. These instructors oversee planning and executing activities in a specific curriculum area.
- **Counselors-in-Training-** These teens are placed with counselors to learn how to become counselors of the future. They are part of our camp and are not paid employees.

## THINGS TO BRING EVERYDAY

Please ensure your child is sent to camp every day with the following labeled items:



## PLEASE DO NOT BRING

The camp staff have planned a very fun and dynamic program to ensure your camper has a positive experience at camp. Please do not send your camper with any valuables.

## DO NOT BRING

- Cell Phones
- iPads
- CDs
- Tablets
- Toys
- Large sums of money

- Jewelry
- Pokemon Cards
- Any other item that you or your child feels is of value.

**We will not be responsible for lost or missing valuables brought to camp.**

## **DRESS-UP DAYS (Fridays)**

On Fridays, we dress up at the Y! Check out your week of camp to prepare your costume/outfit!

**Week 1:** June 1-4 (closed on Memorial Day): Neon Day

**Week 2:** June 7-11: Jersey Day

**Week 3:** June 14-18: Career Day

**Week 4:** June 21-25: Crazy Sock Day

**Week 5:** June 28-July 2: America Day

**Week 6:** July 5-9: Superheroes Day

**Week 7:** July 12-16: Beach Day

**Week 8:** July 19-23: Color Day (groups are given a specific color to wear)

**Week 9:** July 26-30: Pajama Day

**Week 10:** August 2-6: Tie-Dye Day

## **LUNCH AND SNACKS**

Nutrition and hydration are a very important aspect of each camp day. Please pack a nutritious and balanced lunch for your camper(s). Snacks are also suggested as each group will have two designated snack times throughout the day. A couple of suggestions for parents...

- ✓ Pack extra drinks and a refillable water bottle.
- ✓ Send foods that are easy to eat and containers that are easy to open.
- ✓ Do not send foods that need to be heated or refrigerated.
- ✓ Strive for a litter-less snack (i.e. reusable containers and water bottles).
- ✓ PLEASE DO NOT SEND ANYTHING WITH NUTS!

## **SWIMMING**

Swimming and water activities are an important part of the summer camp experience. The YMCA recognizes the importance of effective supervision during swimming and has established guidelines to ensure camper safety.

- ✓ All campers will go through a swim test on Monday and non-swimmers will be restricted to the splash pad in the Family Pool.
- ✓ Campers should come prepared to swim every day.
- ✓ There are Certified Lifeguards on staff to maintain safety as well as counselors on the deck.

## **CAMPER CLOTHING AND LOST & FOUND**

Please label all of your child's clothing. We have a lost and found for each camp week. The camp staff will display lost and found items each day. If you have lost anything at camp, please inform us as soon as possible so we can assist with its return. Lost and found will be kept for two weeks after each individual camp. Lost and found items not claimed after two weeks will be donated to Goodwill.

## **BEHAVIOR MANAGEMENT PROCEDURES**

It is the goal of our YMCA to provide a healthy, safe, and secure environment for all campers. YMCA staff and directors will redirect camper behavior and respond to inappropriate choices on an individual basis. Children who attend our camps are expected to follow the behavior guidelines and to interact appropriately in a group. Disciplinary techniques emphasize positive reinforcement, reasoning, time out, and/or withholding privilege. In the event these techniques do not work, and behavior does not improve within an ongoing basis, dismissal may be required. In the event of dismissal, a refund will NOT be issued, and the camper may not be allowed to attend any future YMCA camps.

The following are viewed as appropriate grounds for dismissal:

1. Possession of alcohol/drugs – 1st offense: dismissal. (Not typically a problem)
2. Stealing – 1st offense: counseling; 2nd offense: dismissal.
3. Fighting – 1st offense: counseling or dismissal if serious; 2nd offense: dismissal almost always.
4. Bad language – 1st offense: counseling; 2nd offense: dismissal possible.
5. Persistent poor behavior or other behaviors which in the judgment of the Camp Director/Executive Director threaten the well-being and/or safety of the camper or other campers or behaviors that are disruptive to the productivity of our camp program (i.e. not following rules, directions, etc.).

NOTE: We do involve the parent when discipline becomes a problem.

## **SUN SENSE**

Campers do spend a considerable amount of time outside at this day camp, as most of our camp program takes place outdoors. Part of our mission is to get kids active and away from screen time during the day. Therefore, please send your child with:

- ✓ Labeled hat
- ✓ Extra drinks/Refillable water bottle
- ✓ Sunscreen product
- ✓ Appropriate dress for the weather

At the YMCA, we are committed to the safety of all children. We will do the following for your camper:

- ✓ Make sure there are frequent water breaks
- ✓ All staff will act as role models, applying sunscreen to themselves & wearing hats outside
- ✓ Staff will assist younger children with sunscreen application and remind older children to apply to themselves
- ✓ Campers are in the shade whenever possible on hot and humid days.

## **DROP OFF AND PICK UP PROCEDURES**

### **REGULAR CHECK-IN:**

#### **Plan A (Sunny Day Plan)**

- See Map A.
- Check-in will begin at 8:45 AM until 9:30AM.
- A carpool line has been established to reduce traffic in and out of the building.
- Parents/Guardians AND children are asked to remain in their vehicle until a counselor has checked you in electronically.
- Children attending camp will participate in a daily symptom check.
  - The parent dropping off will be asked if the child has experienced any flu-like symptoms or been in contact with a person who has.
  - Temperature check will then occur. Any children with a temperature of 100.4° will not be eligible for camp and required to go home. No exceptions.
- Once children are deemed eligible for camp through the wellness check, they will be given a wristband and admitted to their small group by a counselor.

#### **Plan B (Rainy Day Plan)**

- See Map B.
- All other procedures remain the same.

### **REGULAR CHECK-OUT:**

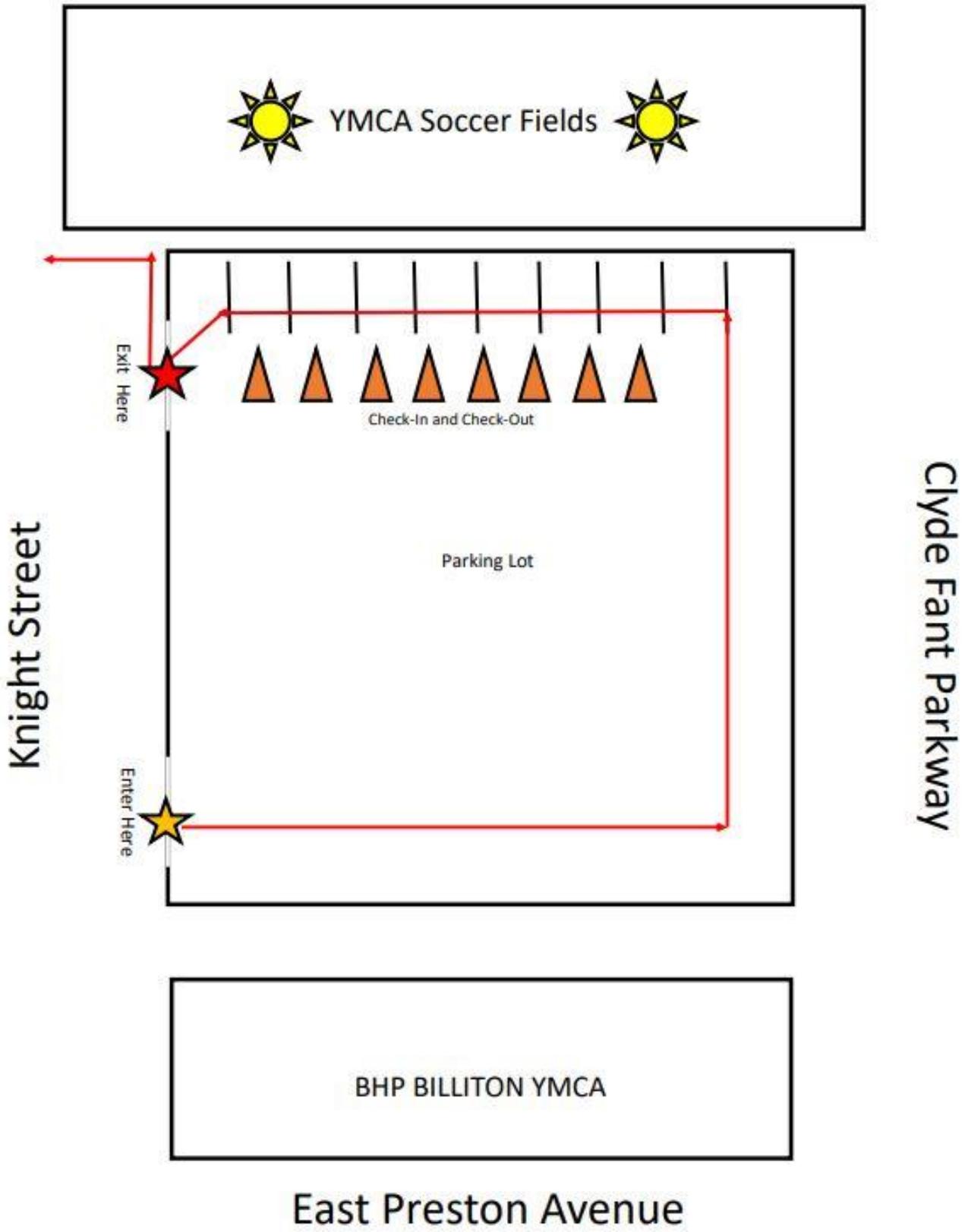
#### **Plan A (Sunny Day Plan)**

- See Map A.
- Check-out will begin at 3:40 PM until 4:15 PM.
- Any camper that is not picked up by 4:15 PM and is not enrolled in late care will be charged the late care fee for the week (\$20 for members, \$25 for non-members).
- A carpool line has been established to traffic in and out of the building.
- Children will be brought outdoors underneath large, open tents to await your arrival.
- Parents/Guardians are asked to remain in their vehicle until a counselor has checked you out electronically.
- The counselor will then radio to your child's group and a counselor will bring them to your car.

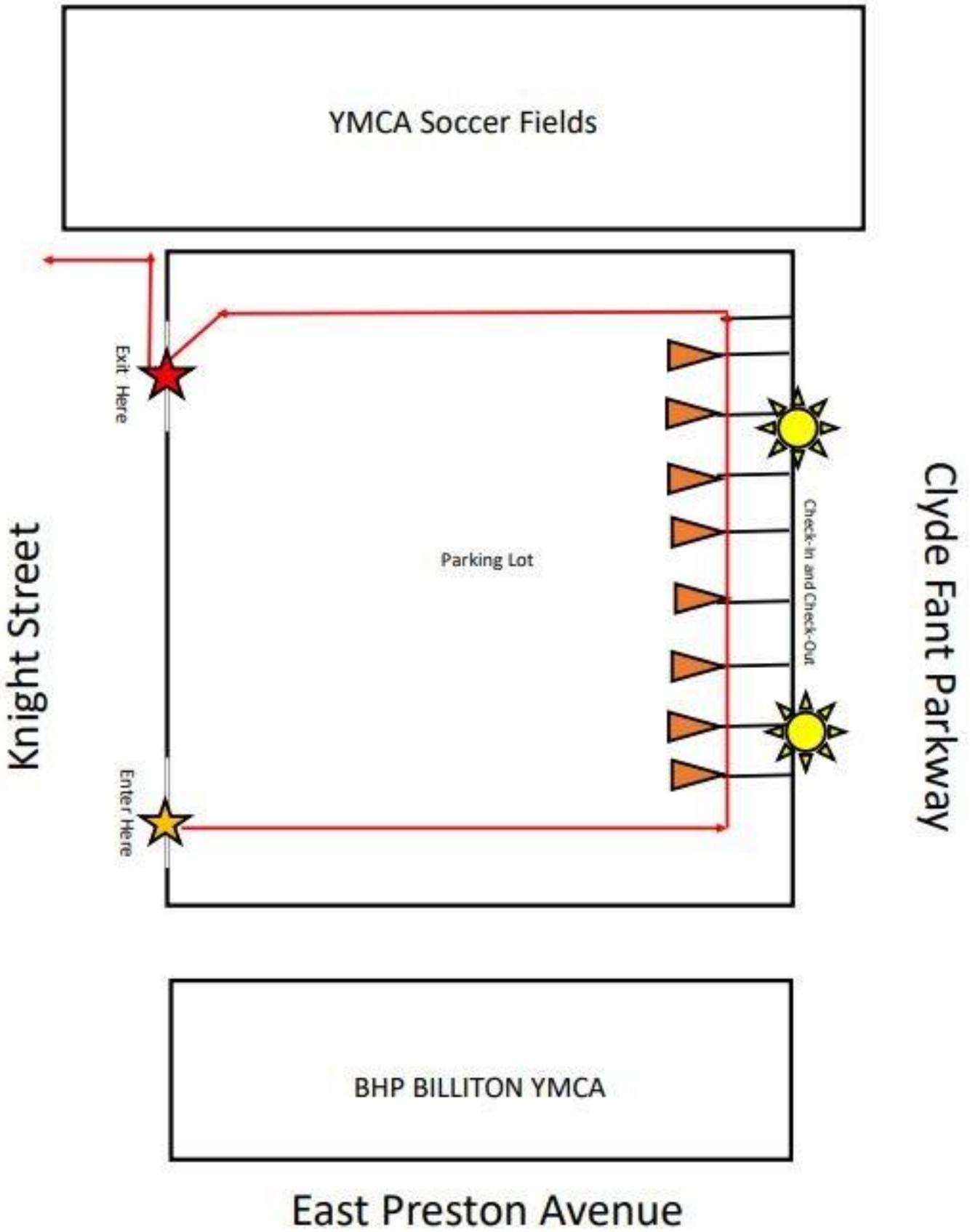
## **Plan B (Rainy Day Plan)**

- **See Map B.**
- **Check-out will begin at 3:40 PM until 4:15 PM.**
- **Children will remain in the basketball gym and studios until your arrival. Upon your arrival, the counselor will then radio to your child's group and a counselor will bring them to your car.**
- **All other procedures remain the same.**

Plan A



# Plan B



## EARLY DROP-OFF & LATE PICK-UP

At the YMCA, we understand that there are parents that need to be at work before camp starts and that get off after camp ends. Our goal is for your child to have a wonderful experience at the Y, as well as you! If you should need early drop-off, there will be an additional charge of \$20 for members and \$25 for non-members per week and you are able to drop your child off during the hours of 7:30am until 9am. Please do not attempt to drop off before 7:30am as there will be no counselor available to supervise your child.

### CHECK IN:

- **You will need to park and walk to the front of the building with your child.**
- **A counselor will greet you at the door and follow the wellness check guidelines as mentioned above.**
- **You will sign in and your child will be escorted to the basketball gym.**

If you should need late pick-up, there will be an additional charge of \$20 for members and \$25 for non-members per week and you are able to leave your child until 5:30pm. We will have camp counselors available to watch your children as well as KidFit classes going on in the evenings.

### CHECK OUT:

- **You will need to park and walk into the building to the conference room. This is where late care children will be housed.**
- **A counselor will greet you and have you sign out in the conference room.**

**\*Parents are allowed indoors on these drop-offs and pick-ups because there are significantly less numbers involved in these groups versus regular camp.**

***You will be charged \$1.00 per minute after 5:30pm until your child is picked up.***

## MEDICATION

If your child is using any medication, please make sure you inform the counselors when you drop off your child and fill out a medication form. Please send only one day's dose each day that your child will be coming to camp. Please make sure that you turn in all medication to the counselors or the camp director. Staff will not administer the medication (unless there are extenuating circumstances), but will make sure that the camper takes his/her medication at the appropriate time. A medication form should also be filled out for Epi-pens and asthma inhalers. Non-prescription medication should not be sent to camp. If a child should need non-prescription medication while at camp, the camp director will notify you directly and receive permission before allowing a camper to take any non-prescription medication. If you have any questions related to medication, please contact the camp director.

## **CANCELLATION AND REFUND POLICY**

A cancellation processed by Friday at 5:00pm prior to your week of camp will be issued a refund, less a \$10 per week administration fee. Refunds will not be granted if parents/guardians withdraw the camper from the session once it has started or if the camper is sent home for misconduct.

## **FINANCIAL ASSISTANCE**

The YMCA offers financial assistance through our Y Cares program. Y Cares applications are available at the front desk of the BHP Billiton YMCA or by calling 318-674-9635. Financial assistance is awarded based on financial need and is provided through individual donations and through support from the United Way of NW Louisiana. The YMCA requires a copy of last year's tax return (1040 form), a copy of your most recent pay stub and/or your SSI allocation statement to verify your household's annual earnings. Your application will not be considered without these forms. If you would like to contribute to our Y Cares program please contact Julie Murray at 674-9635 or [juliem@ymcanwla.org](mailto:juliem@ymcanwla.org). All contributions to Y Cares are tax deductible.

## **REGISTRATION**

You may register for camp in-house or online at [www.ymcanwla.org](http://www.ymcanwla.org).

Locations:

BHP Billiton YMCA—3455 Knight Street; 318-674-9635

Downtown YMCA --- 400 McNeill Street; 318-674-9622

## **CAMP HOLIDAYS**

We are closed on Monday, May 31<sup>st</sup> in observance of Memorial Day.

## **YMCA BABYSITTING POLICY**

It is the policy of the YMCA that staff are not to babysit day camp children outside of YMCA programs. Please do not solicit outside care from YMCA staff. Please report any violations of this policy to the Camp Director or Executive Director.

## **ADDITIONAL QUESTIONS?**

If you have any questions related to your child's camp adventure, please do not hesitate to contact our Summer Camp Director, Lindsey Bruce at 318-674-9635 or [lbruce@ymcanwla.org](mailto:lbruce@ymcanwla.org).

## **YMCA SUMMER CAMP FAQ**

### **Q. What time can I drop off/pick up my child?**

A. Normal camp drop off time is from 8:45-9:15am and pick up is from 3:45-4:15pm. Early/Late Care extends from 7:30-9am in the morning and 4-5:30pm in the evenings. Early and Late Care are an additional charge of \$20 for members and \$25 for non-members per week.

### **Q. If I need to have a conversation with my child's Camp Director or Camp Counselor(s) when is a good time?**

A. We encourage parents to reach out to the Camp Director with all questions or concerns. Feel free to call/email to set up a time to speak or you may stop in during camp hours and we will do our best to accommodate you. We do ask that you not have a conversation in the drop off/pick up lines as it does back up our parking lot and slows down the process of drop off and pick up. Please park in the lot if you wish to speak to a specific person.

### **Q. What should I send (not send) with my child to camp?**

A. Please check out our Things to Bring Everyday page for detailed information.

### **Q. Who is caring for my child while he/she is at camp?**

A. We hire counselors with excellent character, strong values, enthusiasm, and experience working with kids. Before camp starts, we add to their skills with training in areas such as child development, first aid, and conflict resolution.

### **Q. What do you do in case of hot weather?**

A. When weather reports indicate an unhealthy heat index or poor air quality, we adjust our camp day to safeguard campers from dehydration and overexposure to sun and heat. We provide cool, indoor or shaded places for camp activities, provide frequent water breaks and monitor sun exposure. We are committed to providing a safe environment for kids, but if your child isn't feeling well, our staff is fully trained in first aid.

### **Q. What does my child eat during the day?**

A. You will need to pack your camper's lunch. Please check out our Things to Bring Everyday page for more info on what to pack.

### **Q. What is the bathroom policy?**

A. Campers must always travel to the restroom in groups of three. (one counselor and two campers or two counselors and one camper). When they get to the restroom, the camper

will use the restroom independently and the counselor(s) will wait outside. If there is more than one camper, the campers will go one at a time.