

YMCA CAMP ABNAKI 2020 DAY CAMP PARENT HANDBOOK

Welcome to YMCA Camp Abnaki's Day Camp program! In this packet, you will find information that is essential to your son's success at Camp Abnaki. Please take a few moments to read through this information. Should you have any questions, do not hesitate to contact the camp office at (802) 652-8180, or e-mail info@campabnaki.org.

Before Camp Begins

In order to adequately process camper information, all forms must be completed and received by the camp office 3 weeks prior to the start of your 1st session. The single-page pink health form must be signed by both a *physician and a parent* for the camper to attend. **All campers must have an exam from a licensed medical professional within 24 months prior to camp attendance.** Even if your camper has completed this one page health form within the last 24 months, they have to have a new form completed each year. They don't have to necessarily have a new exam, but the form needs to be filled out annually by the doctor. Visit the Document Center, via your UltraCamp account, to access all forms. You can also submit all your forms in the Document Center.

The balance of the camp fee must be received prior to May 1, 2020 if registered prior to this date. There is a \$25 fee for returned checks.

UltraCamp

Camp Abnaki uses UltraCamp for Registration, Form Processing, and much more. Each new family will need to create a free account with UltraCamp to sign up for camp and use the service (returning families keep their account from last year). The information and account will stay with the family during their entire length of involvement with Camp Abnaki. If you have any questions about UltraCamp, your account, or services provided, please contact the camp office.

Camper Drop-off and Pick-up *(ACA Standard TR.5.1.A, .B, and .C)*

We contract with a local bus company to provide our transportation. It is the responsibility of parents to drop off and pick up their child at the location(s) selected during registration. If your son is riding the bus, it is expected that an authorized adult be present when the bus makes its stop, either to pick up or drop off your son. Your child will only be released to a legal parent or guardian or authorized adult listed in your registration *(ACA Standard OM.13.1)*. If you wish to change a pick up or drop off location please contact the camp office by phone 24 hours in advance by calling 802-372-9622.

Please make sure your son does not attempt to board the bus until it has come to a complete stop. While on the bus, campers are expected to stay seated and use respectful inside voices. Campers should adhere to any guidelines established by the bus driver and follow all regular camp expectations.

The Camp Abnaki staff member(s) riding the bus will verify the identity of the adult picking up each child in the afternoon before the bus continues on its route. This staff person will have contact phone numbers for the person responsible for picking up your son, and will make one attempt to contact that person, if they are not present, before the bus continues on its route. Any campers not picked up at their designated drop off point must be picked up at the final drop off location for the bus. In the event that an authorized adult is not present, the bus will wait for five minutes before leaving for the next stop. Please note that the bus will not stop at locations not selected by at least one parent for that week. A fee may be assessed for any late pick-up. If the bus is delayed for more than 15 minutes, you will be contacted to notify you of the delay by text or phone call.

Please contact the camp office promptly should you expect to be delayed in dropping off or picking up your child. We understand that things may occasionally happen beyond your control (flat tire, traffic, etc.) and expect that you will communicate any delays to the camp office by calling 802-372-9622.

If you are bringing your child to and from camp in person, the drop-off time is from 8:50 to 9:00 a.m. each day, and pick-up is between 4:15 and 4:25 p.m. Staff will be busy with other obligations until 8:50am. Please park in our main parking lot at the bottom of the hill as you drive into camp.

Children may not be left unattended at camp. Habitual tardiness in picking up your child may result in an additional fee, as delays incur higher staff costs. The fee is \$10 per family for the first 10 minutes, and \$5 for every five minutes thereafter. This fee will be added to your tuition bill.

If your child is going to be absent from camp for a day, please notify the camp office before 7:30 am by calling our camp office at 802-372-9622. A member of the Camp Abnaki staff will contact you by 9:30 am in the event of an unexplained absence. (*ACA Standard OM.13.2*)

What to Bring To Camp

Campers in the Day Camp program will participate in a variety of events throughout the day, including waterfront activities and land sports. Please have your child bring a backpack each day with the following items:

- Bathing suit and towel
- Sunscreen (recommend SPF 30)
- Insect repellent
- Water bottle
- Sandals or water shoes
- Rain jacket (check the weather)
- Hat
- Morning Snack

Please make sure all of your son's belongings are clearly labeled with his first and last name. We will make every effort to return lost items to their rightful owner, but we are not responsible for items left at camp. It is not recommended that campers bring personal sports equipment to camp (baseball gloves, tennis racquets, etc.) as camp has plenty of equipment available (*ACA Standard OM.4.1.B*).

Please DO NOT send the following items to camp: pocket knives, firearms of any type (including Airsoft or pellet guns), portable music players or any other electronics, bikes, scooters, hover boards, portable video games, cell phones, pets or other animals, or candy. Campers are forbidden from possessing any form of tobacco, alcohol or drugs. (*ACA Standard OM.4.1.A, .C, .D and .E*).

Photographing and Videotaping of Program Participants

There may be times throughout the summer when the YMCA, local media organizations (radio, television, newspapers) or authorized individuals may want to videotape or photograph groups or individual children in our various programs for public relation purposes. Please let us know through a separate letter to the Camp Director. If you do not want your child to appear in any videotapes or photographs that may be used for public relations or educational purposes.

Bullying Policy

The Burlington Y recognizes that children enrolled in Camp Abnaki should be in a safe and positive environment. Bullying has no place and will not be tolerated in Y programs. Bullying is defined as any overt act or combination of acts directed at another child or group of children and which:

- Is intended to ridicule, humiliate, or intimidate the student and / or
- Is repeated over time.

To address bullying, the Greater Burlington Y and Camp Abnaki:

- Encourages children to report personally or anonymously to Y staff acts of bullying,
- Encourages parents or guardians of children to file written reports of suspected bullying as soon as possible after an event occurs,
- Require Y staff who witness acts of bullying or receive student reports of bullying to immediately notify their supervisor,

- Require supervisors to accept and review all reports of bullying, including anonymous reports,
- Staff will contact the parent or guardian of the child who commits an act of bullying. The parent or guardian will be notified of the response from the Y staff and the consequences of the behavior, and
- Staff will notify the parent or guardian of the child who was the target of bullying about what action will be taken to prevent future incidents.

When determining a consequence for bullying, the following factors will be considered:

- Age, development, and maturity levels of the parties involved,
- Degree of harm / nature and severity of the behavior,
- Surrounding circumstances,
- Incidences of the past or continuing patterns of behavior,
- Relationship between the parties involved, and
- Context in which the incidents occurred.

Some of examples of consequences could be:

- Temporary removal from the program,
- Loss of privileges,
- Modification of schedule,
- Expulsion from the program, and / or
- Legal action.

Discipline

We approach discipline from the perspective that there are negative behaviors, but not bad children, and discipline should be a learning experience, not a humiliating one. Our day camp program has the following progression for discipline. Campers are given clear expectations from the Day Camp Director and counselors at the beginning of their session and on a daily basis.

1. Verbal warning is given with an explanation of why the behavior is inappropriate.
2. Withdrawal from activity: Child will be removed from the activity and required to take some time to refocus and "make it right." In most cases this is just a moment or two, but can be longer in some circumstances
3. Verbal communication between parent and day camp director.
4. If the behavior continues, the child may be required to take a day off from camp.*
5. If prolonged or disruptive, unsafe and unacceptable behavior continues, removal from Camp Abnaki may be an option.

***Steps 1-3 may be omitted if the director deems that the behavior was serious (i.e. endangering self or others) and that child was aware of the consequences of the behavior being addressed.**

Camp Store

Throughout the week, day campers will have a chance to go through the camp store. They have the option to purchase snacks, drinks, and various camp-related souvenirs (including hats, t-shirts, playing cards, etc). Prices for souvenirs range from \$3-\$40. Each camper has \$15 per week for use in the camp store. Campers may also bring cash or checks for additional purchases. If you send additional money, please let our staff know. Please make checks out to YMCA Camp Abnaki.

Meals and Snacks

Campers are responsible for bringing their own healthy morning snack each day. Lunch and the afternoon snack are provided by Camp Abnaki. You are more than welcome to bring your own lunch or additional snack. There is water available throughout camp, with plenty of places for your child to fill his water bottle.

We are a nut aware camp. While we do not serve nuts or nut products in our dining hall or for snack. Be aware that there are instances where nut products are present at camp and consumed by campers and/or staff. Please do not send food that requires heating or refrigeration.

Online Photo Viewing

Photos will be posted daily on Facebook and periodically on Instagram during the summer. In addition to these social media programs, we will post a larger batch of photos through the UltraCamp system. You can find them under additional options and photo gallery. You can only see the session that your son is registered for.

Have a friend who you would like to access the photos on UltraCamp? You can invite them to sign up as a "friend account." This account gives them permission to see the same photos you can see without giving away any of your information.

Please contact camp if you have any questions about UltraCamp, photo viewing, or friend accounts.

Health Care at Camp

Camp Abnaki has a Registered Nurse on site during the summer. Any and all medications that need to be given (including prescription and over-the-counter) should be given to the nurse on the first day of the session (or to the counselor on the bus, along with written instructions to be given to the nurse). Children should not have medication on them while at camp. Please contact the nurse at 802.372.9622 regarding any exceptions to this policy.

The Camp Nurse will also provide basic healthcare as appropriate during your son's time at camp. The Nurse will contact you in the event of any medical situation requiring care beyond basic first aid (*ACA Standard HW.10.1*). Should your child become seriously injured, Camp Abnaki will contact Grand Isle Rescue for emergency treatment. Camp Abnaki will make every effort to contact you should such a situation arise.

All campers are required to have health insurance. **Please include a copy of your health insurance card with your son's health forms.** Parents are responsible for any medical costs incurred during their son's time at camp.

All campers attending Camp Abnaki are required to have had a physical examination by a physician within 2 years of camp attendance. Please have your son's physician complete the pink Health Form #2 and return it to camp three weeks prior to your first session. (*ACA Standard HW.6.1*) Our ultimate goal is to provide quality care to a group of healthy children. On the first day of camp, a member of our staff will provide a basic health screening for all campers, including a head lice check. If we discover lice or nits on a child during the health screen we will contact a parent/guardian for the child to be picked up from camp. We ask your cooperation in keeping everyone healthy. Children who are ill are to be picked up as soon as possible after the call from the Camp Abnaki staff. Children who appear to be ill or who have contagious diseases should not come to the program that day. Children who become ill will be comforted until picked up by the parent or designee. We ask that you call if your child will be absent (802.372.9622).

Please keep your child at home if they have any of the following symptoms:

- Has a fever of 100F or greater,
- Is congested enough to need a vaporizer,
- Is tired enough to require sleep beyond a regular nap,
- Has any eye discharge,
- Has diarrhea (3 times in 24 hours or if it persists for more than 48 hours),
- Has an unidentified rash,
- Has severe coughing,
- Has head lice,
- Is not able to keep up with the scheduled day (i.e., outside play, field trips), and
- Has vomited within the last 24 hours.

Children who have been out with the following illnesses may return to camp according to these guidelines:

- **COLD/FEVER** - 24 hours after fever gone (without medication)
- **CONJUNCTIVITIS** - a properly dated medication must have been administered for 24 hours
- **CHICKEN POX or MRSA** - when the last sore is scabbed over and there is no oozing
- **HEAD LICE** - after using a prescription treatment and all eggs are removed (no nits)
- **IMPETIGO** - 48 hours after medication has begun
- **MEASLES** - 5 days after rash appears, with a signed note from physician
- **MUMPS** - 9 days after swelling starts, with a note from physician
- **SCABIES** - 24 hours after treatment has begun
- **STREP THROAT** - 24 hours after medication has begun (4 doses)
- **VOMITING** - 24 hours after last episode and child is able to tolerate food
- **COXSACKIE** - fever must be gone; when sores are not oozing, and child can eat/drink comfortably.

When your child arrives back at camp we will check them again. If any of the above symptoms appear, we will call you to repeat this process.

Tobacco / Alcohol / Drugs (ACA standard OM.4.1.A)

YMCA Camp Abnaki's program is designed to encourage healthy personal habits. Tobacco, alcohol, or any illegal drugs are not permitted on camp property. Any campers found with such items are subject to disciplinary action, which may include, but is not limited to, dismissal from camp. Campers found to be in possession of illegal substances may be reported to the Grand Isle Sheriff's Department.

Cancellations and Refunds

Please notify the camp office immediately if you need to cancel your child's enrollment. Fees paid before the final payment due date for your session, minus the \$50 per session non-refundable deposit will be refunded to you. After that date, refunds will be made at the discretion of the Camp Director.

Cancellations must be submitted to the camp office in writing. Conditions for refunds include prolonged illness or accidents which preclude camp participation. In such an event, refunds will be made on a pro rated basis for the remaining portion of the session.

Campers dismissed from camp for behavior issues are not eligible to receive a refund.

Contacting the Camp Office

Phone: 802-652-8180
 Fax: 802-713-1005

E-mail: Jon Kuypers, Camp Director: jkuypers@gbymca.org
 Adam Van Vught, Assistant Camp Director: avanvught@gbymca.org

Payment or Account Questions?

Please contact our Business Office: Phone: 802-652-8190
 E-mail: Business_Office@gbymca.org