



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# DAY CAMP PARENT HANDBOOK

MEETING WATERS YMCA  
2020



**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 camp is an amazing experience for every camper.**

**We have 56 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

**Lewis Day Camp facility** (802) 885-8131 Call 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.

**Camp Director** For emergencies only (802) 380-5474.

## DIRECTIONS TO CAMP

Use GPS address of 132 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.

## WHAT TO BRING...

Please **label everything** that you send to camp with your child.

- ◆ **Lunch**— we will once again participate in the Summer Food Service Program. Parents must select whether their child will participate and receive lunch each day, or bring his/her own. If provided by parents, the child should bring a healthy lunch and plenty of water. Due to limited refrigerator space, lunch should be in as small a container as possible - large zip-lock bags are great! Please do not send hard lunch boxes or coolers. Please mark your child's lunch clearly.
- ◆ **Healthy Snack**—Snack is to be provided by the parent. It is a long, demanding day at camp so we have two snack times each day. Please pack enough snacks for these two important health breaks. A healthy snack that does not require refrigeration is requested.
- ◆ **Water**—Our Lewis Day Camp facility receives its water from two onsite wells, but even with two systems we cannot always keep pace with water needs. Please pack at least one large water bottle every day. (Freeze a water bottle the night before and it serves as an ice pack in the morning and a cool drink throughout the day!)
- ◆ **Bathing suit and towel**— Every child will swim each day of camp, so a bathing suit and towel are a must.
- ◆ **Water shoes or old sneakers**—for canoeing and swamp walks.
- ◆ **Foul weather gear**—pack warm clothing and rain gear, essential in our unpredictable New England climate.
- ◆ **Sun block**—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 sun block.
- ◆ **Insect Repellent**—clearly labeled with child's name. Sunblock & insect repellent brought by younger children will be kept at camp.

**\*\*\*\* Spray form of sun block and insect repellent are preferred to lotions and wipes for ease of application.**  
**\*\*\*\*If you have multiple children at camp they must have their own bottles of sun screen and insect repellent. Due to physical distancing, groups will be spread out during the day and sharing of item between groups will not be permitted.**  
**\*\*\*Staff will supervise self-application of your child's personal sunscreen and bug spray throughout the day.**

## ... AND WHAT NOT TO BRING ON THE BUS OR TO CAMP

Campers should not bring: chewing gum, candy, soda, cell phones, electronic games, music players, pocket knives, personal toys, Pokémon or other trading cards, or anything of value.

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

Additional information required by Vermont childcare licensing regulations can be found at our website:

[www.meetingwatersymca.org](http://www.meetingwatersymca.org)

## TRANSPORTATION

**Additional information will be provide for all methods of transportation as to our modified process once finalized.**

### 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 location must be approved through the Camp office, including picking up a child who normally rides the bus. With prior approval form the Camp Director at least 24 hours in advance. We contract with Windham Northeast Supervisory Union for busses and drivers.

#### Northern

Westminster	(8:00/4:55)	EES Head Start Administrative Office (2nd Building on Buck Drive)
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
No. Walpole	(8:40/4:15)	St. Peter's Church
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 screened and attendance has been taken and confirmed by the bus monitor before leaving. The bus will depart promptly on schedule. If your child misses their designated pick-up location, they will not be allowed to attend camp that day unless prior arrangements have been made with the Camp Director at least 24 hours in advance.

**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.

### Camp Drop-off and Pick-up

Parents will not be allowed to drive past the inside gate into camp at any time. Any drop off/pick up arrangements must be made and approved by the Camp Director at least 24 hours prior. If there is an emergency you should call the camp office and the Camp Director will make arrangements for your child to be brought down to the gate to meet you.

Please bring children to camp between 8:45 and 8:55 am at the lower parking lot 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 may be picked up at the lower parking lot between 3:45 and 4 pm. 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. Additional information will be sent to those enrolled.

#### After Camp—4:00—5:00pm\*

If you are enrolled in the After Camp program you may pick up your child between 4:15pm and 5:00 pm. Additional information will be sent to those enrolled. \*\*\*\*late pickup rates apply after 5:00pm



## TYPICAL DAY

\* this schedule is under revision due to the change in group structure and physical distancing dictated by the current Health Dept. guidelines.

- 9:00 Check in, Morning meeting
- 9:30 Activity Period 1
- 10:30 Snack
- 10:45 Activity Period 2
- 11:45 Lunch
- 12:15 Activity Period 3
- 1:15 Activity Period 4
- 2:15 Snack
- 2:30 Group Time/Free Swim
- 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 he/she 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.

## 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 him/her 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 802-885-8131.

### Absences

You must call 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 Camp Director will be able to contact you with any follow up questions. There is voicemail service on the phone, so a message can be left any time, day or night.

### 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 middle and lower income 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. Children who exhibit any signs of illness 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

Health screening will be conducted on all children each day prior to their arrival at camp. Children will not be permitted to come to camp if:

- ◆ They have been in close contact with a person who has COVID-19.
- ◆ They have a temperature of 100.3 or higher.
- ◆ They are feeling unwell with any symptoms consistent with COVID-19. For example: have they had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- ◆ They pose a health risk to other children,
- ◆ They are feeling so poorly that they require an excessive amount of time from staff or need comfort from their own parents.

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 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 he/she 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 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 parent/guardian.

### 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 or stop by camp to fill out 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 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 provide all necessary medication as indicated on the action plan including Benadryl or other antihistamine. Staff will be informed regularly 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.**

**\*\*\*\*All asthma action plans must be signed and dated after May 1st in order for your child to attend camp.**

### 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 Child Care Services Division. All health related information must be accurate and kept up to date. Please notify camp directors of any information changes during your child's time at camp.

## OTHER MISCELLANEOUS INFORMATION

### Family Nights

Due to current health and safety regulations we are unable to run family nights at this time. We will notify families if this changes throughout the summer.



### Camp Gear

Camp gear (shirts, bags, etc.) will be available for purchase prior to your child's arrival at camp through the main office only. You will receive an e-mail two weeks prior to their arrival with purchasing instructions. You can add your items to your recurring credit card payment, call in with a credit card, or mail a check or money order to the main office. Your items will be sent home with your child during their week at camp. Supplies are limited.

### 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 following steps will, and must, be taken:

- ◆ The staff member immediately informs the Camp Director and completes an incident report which is given to the Camp Director.
- ◆ The Camp Director will review and evaluate the situation.
- ◆ The Camp Director, together with the staff member, will call the Division of Social Services within 24 hours of initial report.

### Policy Regarding Staff Babysitting

YMCA staff may not be alone with program participants outside of YMCA programs (this includes babysitting). This policy is part of our stringent Child Abuse Prevention policies and practices.

## 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: 802-885-8131

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