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# Palomar Family YMCA

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Parent Handbook

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CAMP

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Palomar Family YMCA Camp  
Parent Handbook

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## Palomar Family YMCA Camp Parent Handbook

### **WELCOME TO YMCA CAMP**

Welcome to the Palomar Family YMCA! We will serve your children with compassion, patience, skill and respect. It is our desire that staff and parents become partners to better serve your children. In turn, we ask that you as a parent, help us. Let us know of any concerns, ideas or thoughts that you may have regarding camp. The YMCA is a place for families and we want to do everything possible to strengthen and support your family.

### **MISSION STATEMENT**

The Palomar Family YMCA is dedicated to improving the quality of human life by helping all people realize their fullest potential as children of God through development of the spirit, mind and body.

### **CAMP GOALS AND OUTCOMES**

The staff members at the Palomar Family YMCA believe that each child is a unique individual with his/her own rate of development. Our goal is to introduce children to as many new experiences as possible and help each child feel confident and secure in a fun and safe camp environment. We are dedicated to molding the lives of our campers and creating friendships and memories that will last a lifetime.

All YMCA camps are designed to meet the following goals. Each camper will:

- ✓ Learn to appreciate oneself, gain confidence and self esteem
- ✓ Develop values of character
- ✓ Develop lifelong skills
- ✓ Meet new friends and adult role models
- ✓ Have fun!

### **CHARACTER BUILDING ORGANIZATION**

Caring, Honesty, Respect and Responsibility are the four core values of the YMCA. Our staff members are expected to model these values and teach them while at camp. Equally, we ask that all parents embrace these values while at the YMCA. We understand that your lives are stressful and demanding, but we kindly ask you to treat other parents, all campers, YMCA visitors and YMCA staff in a caring, honest, respectful and responsible manner. Thank you!

### **AMERICAN CAMP ASSOCIATION ACCREDITED**

All of our Day Camps have been accredited by the American Camp Association. We meet or exceed the highest standards in camping services including health, safety, personnel, transportation, and facilities. For more information regarding ACA standards please visit [acacamps.org](http://acacamps.org).

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### **CAMP LOCATION**

Palomar Family YMCA  
1050 North Broadway  
Escondido, CA 92026  
(P) 760.745.7490  
(W) [palomar.ymca.org](http://palomar.ymca.org)

### **PEOPLE TO CONTACT:**

Julie Gustafson, Camp Director  
(E) [jgustafson@ymca.org](mailto:jgustafson@ymca.org) (P) 760.745.7490 ext. 13120

### **CAMP HOURS OF OPERATION:**

Extended Camp AM (included)	7:00 a.m. – 9:00 a.m.
Camp Program Hours	9:00 a.m. – 4:00 p.m.
Extended Camp PM (included)	4:00 p.m. – 6:00 p.m.

### **SIGN-IN/SIGN-OUT PROCEDURES**

In order to ensure the safety of your camper, it is mandatory that each camper be signed in and out daily with a legal signature and time by an authorized adult.

### **AUTHORIZATION TO PICK UP CAMPER**

Only adults who are authorized in writing by the parent will be allowed to pick up your camper. **All adults picking up campers from camp are required to identify themselves with a photo ID.**

### **LATE ARRIVALS**

It is imperative that your camper arrives to camp on time. If campers are late, it will be the responsibility of the parent to ensure that the camper is signed in and arrives safely with his or her designated camp.

### **LATE PICK-UPS**

Children not picked up at the end of the camp day will be supervised by our staff. A fee of \$1 per minute will be charged when camp ends. For example, camp ends at 6:00 p.m., and if a child is picked up at 6:25 p.m., there will be a charge of \$25. Every attempt will be made to contact parents or a listed authorized pick-up. If by 7:00 p.m. all contacts are not reachable, and the child has not been picked up, Child Protective Services will be contacted. A late fee will be assessed starting at 6:00 p.m. according to our clock.

### **CALENDARS**

Weekly calendars will outline important times and activities for each week your child attends camp. Calendars will be available one week before the camp starts. Location of camp, transportation times, weekly theme, and phone number will be located on the calendar.

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### **TRANSPORTATION**

All transportation off-site will be provided in buses. All vehicles are inspected on a daily basis, and periodically checked by a licensed mechanic, as well as the California Highway Patrol. Our drivers have Class B driver's licenses and/or School Bus Certificates. They have completed YMCA training and have passed written and driving tests administered by the Department of Motor Vehicles. We strive to adhere to our transportation schedules.

### **OUR BUS RULES**

- Campers must be 6 years of age or older to ride the camp bus.
- Campers must remain seated while on the bus.
- Campers are not allowed on the bus until accompanied by a camp leader.
- Keep hands, arms and head inside the bus.
- Nothing is to be dropped out of windows.
- Noise level must be regulated so as not to interfere or disturb the driver.
- No eating or drinking allowed on the bus.
- Windows are opened and closed by Camp Leaders. No objects are to be tossed out the window.
- All passengers on the bus are required to follow bus driver instructions.

### **VENDOR WAIVERS**

Additional waivers are needed for certain vendored camps. Upon registration for those camps, the waiver must be signed and given to the front desk. Before camp starts, each child must have a completed waiver in order to participate. Only one waiver needs to be filled out if your child is attending more than one week of the specified camps.

### **MEDICATION**

The Camp Unit Leader will administer your child's medication as it is directed. In order to administer the medication, we will need the following:

1. The medication needs to be brought to camp and given to your child's Camp Unit Leader.
2. The medication needs to be prescribed by a doctor and in its original container with your child's name printed on the label. No over-the-counter medication will be administered without a doctor's prescription.
3. A completed Permission to Administer Medications Form must be completed every Monday morning for each week of camp. In addition, a completed YMCA Medical Release Form must be on file (which is part of the Registration Form).

\*\*\*Camp Staff are NOT responsible for medication or inhalers left at camp after completing the week. It is a parent's responsibility to pick up any leftover medication each week.

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### **ILLNESS/INJURY**

If your Camper becomes ill while at Camp, we will contact you to pick him/her up. If your camper is injured, we will take necessary steps to provide first aid. If we are unable to reach you in the event your camper needs medical care, he/she will be transported to the hospital by a YMCA vehicle or ambulance. **It is extremely important that you notify the YMCA of any changes in your work or emergency phone numbers.**

### **LUNCHES/ SNACKS**

Campers are required to bring a non-perishable snack and lunch to camp every day. If your child does not come with a lunch, staff will call authorized contacts to bring a lunch. If no one can be reached, a lunch will be provided for \$5.00. Parents must pay the \$5.00 at the Welcome Center before picking their child up for the day.

### **WHAT NOT TO BRING TO CAMP**

The following are not allowed at camp: personal toys, electronics, cell phones, animals, weapons, drugs, alcohol, electronic devices, candy, and soda (healthy eating is encouraged).

### **CLOTHING**

Campers are required to wear closed toe shoes and socks daily. Belongings are the responsibility of the camper. A backpack is helpful in keeping your camper's belongings in a safe place. Please clearly mark your camper's belongings with his/her name.

### **SWIMMING**

Please see your camper's camp activity schedule for specific swim days. Campers who wish to swim must bring a swimsuit, towel, sunscreen, and plastic bag. All campers are required to take a swim test before swimming in the YMCA pool on a daily basis. The swim test consists of jumping in deep water, returning to the surface, treading water for 60 seconds and swimming 25 yards (the length of the pool) on the surface with rudimentary side breathing. If a camper is unable to pass this test or if a camper chooses not to take the swim test and cannot stand comfortably in the water (water no higher than the armpits), s/he will wear a life jacket in the pool and will stay in the closely supervised shallow end of the pool. In order to keep your camper safe, all campers take the swim test every day.

### **SUN PROTECTION**

Parents should apply sunscreen before campers arrive to camp in the morning. We apply sunscreen at snack time, lunchtime, and in the early afternoon. If you do not want sunscreen applied to your camper, or would like a special type of sunscreen applied, please send a note to your child's Camp Unit Leader prior to your child's participation in camp and provide them with the appropriate sunscreen. We advise that if your child burns easily that they bring some protective gear like a hat, t-shirt, or a rash guard that they can wear while participating in the outdoor activities.

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### **LOST & FOUND**

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent the loss of property is to leave it at home. Anything lost during the week will be held by the camp check-in desk. All lost and found items not claimed within 2 weeks will be donated to charity. The YMCA is not responsible for camper possessions that are damaged, lost, or stolen.

### **EXTREME WEATHER**

Our camps are designed to operate outside for the majority of each day. In the event of extreme weather we will do what is best to keep campers safe by utilizing indoor and/or shaded areas of our facility. This may affect their regularly scheduled activities.

### **BATHROOM PROCEDURES**

No camper is ever alone or one-on-one with a staff member. All campers will take trips to the bathroom with the entire camp and/or camp groups of at least three campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

### **DAY CAMP STAFF**

We model the YMCA Character Development values of caring, honesty, respect, and responsibility. Most importantly, we are made up of people who love working with kids. We are creative people with good hearts who are silly enough to sing "The Y Song" at the top of our lungs!

We are First Aid/CPR certified and are required to attend 3 days of training prior to the first day of Summer Camp. Our Unit Leaders attend approximately 16-24 hours of additional training.

### **RATIOS**

We operate on the following ratios, which are recommended by the American Camping Association. For camps with a wide age range, we use a 1:10 (staff per child) ratio.

5 years of age - Ratio 1:6

6-8 years of age - Ratio 1:8

9-14 years of age - Ratio 1:10

15-18 years of age - Ratio 1:12

### **Y STAFF & BABYSITTING**

YMCA of the USA policy states that our staff (while they are employees of the YMCA) are not permitted to babysit for or interact with campers outside of our programs. Please help us in upholding this policy.

### **CHILDREN WITH SPECIAL NEEDS**

We are here to inspire kids to work together, play together, and create friendships that can last a lifetime. At the Palomar Family YMCA, we are passionate about youth development for all. Because your child's safety is our number one priority, accommodations for children with special needs are made based on the availability

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of trained staff, camps available, and your child's needs and our available resources.

Please complete and submit an Inclusion Intake Form to our camp department prior to registration. Forms are available by request from our Camp Director. Due to high demand, please allow a minimum of two weeks for evaluation of registration materials.

### **FINANCIAL ASSISTANCE/CAMPERSHIP**

Financial Assistance is available to those families who qualify. Applications are available at the front desk and online. Assistance is based on verified income and completed applications. Please contact our Welcome Center for further information. An application must be completed and turned in with all required information two weeks prior to the start of the camp. Please allow one week for processing.

### **THIRD PARTY PAYMENT ATTENDANCE SHEETS**

Parents, who are funded by the county or other agency, are required to sign attendance sheets in addition to the YMCA Day Camp sign-in/out book. **All sheets must be signed by the last day of each week. Failure to complete required paperwork will result in a call to the appropriate third party agency.**

### **GIVING BACK**

The Y provides scholarships and financial assistance for children to attend camp every session. This is made possible through the generosity of our community. If you wish to help a child go to camp, you may do so at [palomar.ymca.org/giving](http://palomar.ymca.org/giving).

### **REFUND/VOUCHER/TRANSFER POLICIES**

The purpose of our Refund/Voucher/Transfer Policy is to allow the YMCA to maintain quality programs and proper supervision ratios while maintaining flexibility with our members and participants. All requests are subject to Director approval and take 3-5 working days for approval.

#### Refunds/Vouchers/Transfers

- Before the start date of the program: 100% voucher or refund (less the deposit), uniform fees or vendor fees if applicable.
- After the first meeting of the program: 75% voucher or refund (less the deposit), uniform fees or vendor fees if applicable.
- After the second meeting of the program: \$0 voucher or refund (medical/special circumstances at the branch's discretion).
- Camp deposits are fully transferrable to another camp up to the second day (if space is available). Participants who request a transfer must remain in similar program area and session (i.e. transfer from traditional camps to another traditional camp or specialty camp to another specialty camp).
- Summer camp fees increase by \$25 on the Tuesday (7 days) before the camp begins.
- Balances are due on the Monday before the next week of camp. Unpaid balances will result in a deletion from the program (and loss of deposit) to open space for



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other registrations. Campers may re-register and pay in full for the camp from which they were deleted.

### **FEEDBACK**

We love to hear from our campers and parents! Camp leadership teams use your feedback to make positive changes to our program.

### **YMCA OF SAN DIEGO COUNTY POSITIVE GUIDANCE POLICY**

Our camp implements a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Every Monday, the staff review the camp rules with the campers for safety and to ensure that we have a common standard for behavior. Additionally, many of our rules stem from our Character Development program. If a camper is repeatedly disruptive to the group, the camper will be removed from the activity and re-directed toward positive alternatives. If the inappropriate behavior continues, the child will be given a Responsibility Card or Behavior Contract and the parent(s) will be called for advice and to notify them of recorded behavior. Any camper who hits, bites or acts abusively towards another camper, staff members or guests, or endangers themselves will be sent home immediately. Parents must be available to pick up children in the event of behavior issues. Violence is not tolerated at any time within the program. The Camp Director will determine if/when the camper can return to camp. Our main priority is to make sure we are creating a safe environment for all. A refund will not be given for children who are removed from camp due to behavioral and/or safety issues and concerns.