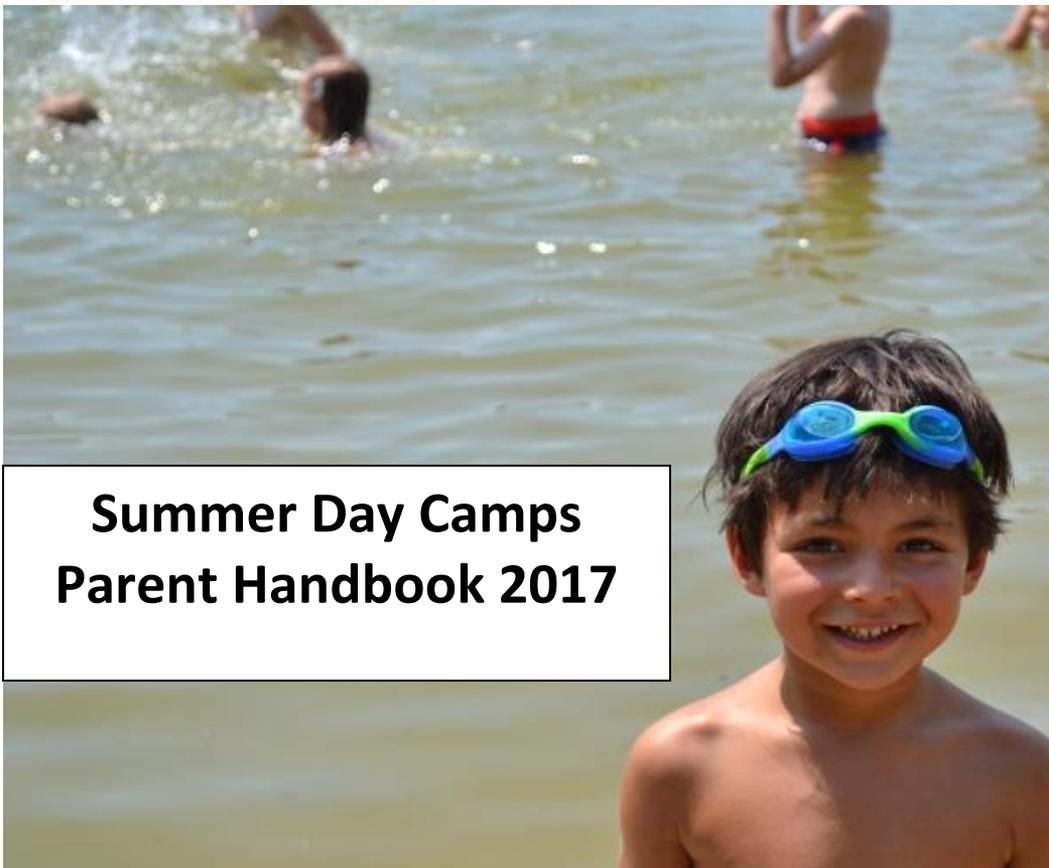




YMCA - YWCA of
Guelph



**Summer Day Camps
Parent Handbook 2017**



Our Commitment to Quality

We believe that recreational programs and sports provide your child with the opportunity for healthy growth and development. To ensure our programs are of the highest quality, we incorporate the HIGH FIVE® principles of healthy child development into all program designs.



HIGH FIVE® is a program of Parks and Recreation Ontario. As a registered member of the HIGH FIVE® Quality Assurance Program, the YMCA-YWCA of Guelph is committed to providing children's programs that are grounded in the Principles of Healthy Child Development and Design Guidelines

Principles of Healthy Child Development

A Caring Adult: Acts as a positive role model and allows the children to feel comfortable and to challenge themselves.

Play: Encourages creativity, cooperation and FUN!

Friends: Create a safe environment where children can learn to be part of a team and feel welcome to discuss their feelings, learn new skills and work out conflicts.

Participation: Involves children in the planning and implementation of activities, helping them to feel involved, independent and competent.

Mastery: Develops self-esteem and positive identity in children.



We believe that every child deserves a positive experience in our programs and that by following these principles and guidelines we can help children develop competence, confidence, cooperation, creativity and commitment.

Your Child's Leaders

A caring leader is an essential component in ensuring a positive day camp experience for your child. You will take comfort in knowing that all of our summer staff have been through a thorough screening process



including an **interview, reference checks** and **criminal screening checks**. As part of the YMCA-YWCA of Guelph's commitment to HIGH FIVE's Quality Assurance Process all of our leadership staff are **certified in HIGH FIVE's - Principles of Healthy Child Development**. This provincial training program focuses on understanding children and how to create programs that support their development.

In addition to the HIGH FIVE training, all of our summer program leaders have a **current Standard First Aid/CPR C Certificate** and we provide an extensive pre-camp training program which includes topics such as program planning, understanding child behaviour, problem solving, planning special events, Physical Literacy, working with children who have special needs, emergency procedures as well as practical experience leading games, crafts and singsongs. Many of our program leaders also have specialized experience in skill instruction in the areas of drama, dance, art and sports.

Supervision Ratios

Our staff/child ratios reflect our commitment to safety and high quality program supervision. All campers ages 6-9 will operate with a ratio of one leader to every ten participants (1:10), and our youth campers ages 10-12 will operate with a ratio of one leader to every fifteen participants (1:15). In some cases, ratios are supplemented with support from our Leaders in Training



(LIT's), all of whom have successfully completed an LIT training program through the YMCA-YWCA of Guelph.

Program Locations and Drop off/Pick up Protocol

“At The Y” Camp (6-7, 8-9, 10-12 years)

At The Y Camp is located at the main YMCA-YWCA of Guelph building at the corner of Downey and Woodland Glen Drive. (130 Woodland Glen Drive)

Drop off/Pick Up: This summer drop off/pick up will happen through the main front doors at the Y. Please enter through the front door and proceed past Member Service's. Drop off will take place just past Member Service's in front of the XYZ Room where our campers will begin their day at camp. Pick up will be similar; however your camper will be waiting for you in the Main Gym where they can be signed out for the day. There will be signs pointing you in the correct direction, as well as staff stationed in the parking lot on Monday mornings to help you and your camper get to the right location.

Camp Conestogo (6-7, 8-9, 10-12 years)

Camp Conestogo is located on the north east corner of Guelph Lake, a few minutes North/East of Guelph via Highway 24 North. Access is via an entrance gate located on the west side of Jones Baseline Rd., just north of Highway 24 (Wellington 124). It is a 20 minute bus ride from the Woodland Glen YMCA-YWCA. The entrance gate is kept locked. Call 519-824-5150 and press 0 to arrange late drop off or early pick up.

Bus Stops: (must be selected when registering)

A. Guelph Y (130 Woodland Glen Drive)

This bus will pick up and drop off along the sidewalk on Woodland Glen Drive where camp staff and green camp signs will be visible.



B. Willow West Mall Parking Lot

Corner of Willow and Silvercreek in the mall parking lot



C. Trinity United Church (397 Stevenson St, N Guelph)

Drop off/Pick up – **Side Lawn** located on **Balsam Drive. (South Side of Church)**

D. Fergus, Centre Wellington Community Sportsplex (55 Belsyde Ave. Fergus, ON) Look for staff and bus in parking lot.

Extended Care options for Camp Conestogo:

1. Main Y Location (130 Woodland Glen Dr). Enter through the main front door at the Y. Sign in will be in the XYZ Room, and sign out will be in the Main Gym.

2. Trinity United Church (397 Stevenson St, N Guelph) Drop off/Pick up- Side Driveway Entrance located on **Balsam Drive. (South Side of Church)**. Enter through back door of Church marked Y Day Camp Extended Care.

Program Hours (All Camps)

Camps run from 8:30am to 5:00pm at all sites. On a regular camp day please drop off your child between 8:30-8:45am and pick up your child by 5:00pm. If your child arrives early or is picked up late on more than one occasion, you will be charged a late fee of \$5.00 for every ten minutes of extended care. Payment must be cleared before the child can return to camp. Exceptions can be made in the case of emergency by the Supervisor, Melissa Haynes.

Extended Program Hours

Extended hours operate from 7:00-8:30am and 5:00-6:00pm for all camps and are available for an additional fee of \$37.50/child per week. For your child's safety, please do not drop them off prior to 7:00am as our staff will not be available for supervision. Advanced registration is required for extended care.

Sign In/ Sign out

All Campers must be signed in and out of camp every day by a parent or guardian over the age of 16. Only parents or guardians or those authorized for pickup on the registration form may sign a child out of camp. **The YMCA-**



YWCA of Guelph reminds parents that staff will be asking for identification during this process. We also ask for your patience during this process.

Children who are 10 and older may sign themselves in and out of camp with **prior written parental consent sent to the camp site coordinator.**

Reporting Absences

Please Report all absences by 8:00am

If your child is ill or unable to attend camp, please call the appropriate camp voicemail;

Camp Conestogo Voicemail at 519-222-3853

At the Y Camp Voicemail at 519-343-1170

Please leave the date you are calling, along with your child's first and last name and the reason for their absence. Other messages that you need to get to the camp coordinator can be left here as well (early pick up, running late, etc). Voicemails will be checked daily, Monday-Friday during summer camp hours.

We ask that you **DO NOT SEND YOUR CHILD TO CAMP WHEN THEY ARE NOT WELL**. If your child is not able to fully participate in the program due to health reasons (ie. Fever, diarrhea, stomach ache, head ache) please do not send them to camp. If you suspect or know your child has a contagious condition, please consult your doctor before sending your child to camp.



Ensuring Positive Experiences

Age Specific Programming

In order to provide participants with the optimal opportunity for building relationships and full participation in activities, all Guelph Y summer camp programs are age specific. We offer a wide variety of arts, sports and special interest camps for children ages 6-8 yrs and 9-12 yrs.

Behavior Management Policy

We believe that positive camp experiences strengthen and build each child's self-esteem. Program Leaders are dedicated to providing your child with a creative and innovative program that will pique their interest and keep them enthused. We have fun, play fair and show respect for others and ourselves.

It is the goal of the YMCA to provide a healthy, safe and secure environment for all participants. The YMCA teaches the core values of honesty, respect, caring and responsibility.

Behavior Guidelines:

Children who attend camp are expected to follow the behavior guidelines and to interact appropriately in a group setting:

- We speak nicely and appropriately to one another
- We touch only what belongs to us
- We keep our hands and feet to ourselves
- We listen to our counsellors and all Y staff
- We stay within the designated boundaries



When a child does not follow the behavior guidelines, we take the following steps:

1. Start directing the child to a more appropriate behavior
2. The child is reminded of the behavior guidelines and rules, and a discussion will take place to identify why this behavior may be happening and how we can support the camper to understand the behavior guidelines.
3. If the behavior persists, a parent will be notified of the problem.
4. Staff will document this situation to include, what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff notify their program supervisor
6. Staff schedules a progress check or a follow-up conference with the camper and parent to identify an action plan.
7. If the problem persists and a child continues to disrupt the program, The YMCA-YWCA of Guelph reserves the right to suspend a child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in immediate removal of a participant for the remainder of the current program day, week or possibly the entire summer:

- Endangering the health and safety of children/or staff, members or volunteers.
- Stealing or damaging the YMCA or personal property.
- Leaving the program without permission.
- Refusing to follow the behavior guidelines or rules.
- Using profanity, vulgarity or obscenity frequently.
- Acting in a lewd manner.

Zero Tolerance for Bullying at Camp:

The Guelph Y Summer Camp Team trains their Coordinators and front line counselors to understand clearly how Bullying is defined and is given the tools to prevent, manage and stop it at camp if it takes place. We have zero tolerance for campers who are bullying other campers and phone calls



home will be made immediately if this takes place. Campers who are not able to participate in camp while following our policies around bullying will be removed from camp. Campers are encouraged to have open communication with their counselor to inform staff of inappropriate behavior happening to them or around them at any time. We want our campers to feel safe and supported at all times.

Medication

If your child requires medication, you must complete a **“Medical/ Supplemental”** form before your child starts camp. These forms are available online at www.guelph.org or from Member Service at the Woodland Glen Y. The medication must be in its original container and handed to a counselor when you drop it off each day.

Only medications prescribed by a physician will be considered for administration by our staff. Medication must be stored in its original container with appropriate dosage and directions for administration on the label. Medication such as Epi-Pens and asthma puffers will be carried by the child in a fanny pack if authorized by the parent or guardian. Staff do not administer medication but will supervise participants capable of administering their own. In case of a life threatening situation where the participant is unable to administer medication such as an epi-pen or asthma inhalers, staff will assist.

Emergency Procedures

Your child’s safety is our number one priority. Activities and games are planned with participant safety in mind and are always monitored to ensure that safety standards are maintained. All Program Leaders have current First Aid Certification and carry a first aid kit at all times.

In the event of a minor injury to your child - scraped knee etc., Leaders will apply basic first aid by cleaning the wound and applying a bandage. In the unlikely event of a serious injury to your child, emergency services will be called immediately to respond to the situation. If there is an emergency at camp the Camp Coordinator will make every attempt to contact the



camper's parents/guardians. If they cannot be contacted, then the person you list as the emergency contact on your registration form will be called. Please look over the contact information that is attached to your confirmation letter, and keep us up to date if anything changes.

Summer Weather Restrictions Policy

To ensure the safety and comfort of all program participants, the YMCA-YWCA of Guelph has developed a Weather Restrictions Policy. For all campers, time spent outdoors will be restricted or limited based on the following:

1. For temperatures 30°C and above, all campers will be restricted from going outside, except in the case of our outdoor camps. These campers will participate in low-intensity activities and spend time in shaded areas.
2. If there is no air conditioning at the camp location, campers will be outdoors and participate in low-intensity activities and spend time in shaded areas.

Preparing Your Child for Camp

What to Bring to Camp

To make the most of your child's time at camp, please ensure that the following items are brought with your child each day:

- ✓ Healthy Lunch & Snacks for an 8.5-10 hour day.
- ✓ A water bottle to be refilled throughout day
- ✓ Comfortable running shoes
- ✓ Sun Hat & Sunscreen
- ✓ Raincoat (Just in case!)
- ✓ Bathing Suit & Towel

REMEMBER:

A little rain won't stop us from going outside so always come prepared!





Money and Valuables

Camp counsellors will not be responsible for any money or valuables brought to summer camps. Access to vending machines and concession will not be permitted during program time. We ask that all participants leave any electronic devices (i.e. video games, iPods, cell phones, digital cameras, etc.) and money at home.

Packing Nutritious Lunches

Please provide your child with a nutritious lunch, snacks and plenty of drinks for every day of camp. Refrigeration is not available at camp. Therefore we recommend insulated lunch bags or packing a frozen water bottle or two in your child's lunch to keep the food cold and fresh. Refrigerating your child's lunch overnight also helps. As part of our attention to camper safety, we have regular water breaks, so please pack a water bottle to be refilled.

The YMCA-YWCA of Guelph wants to encourage healthy food choices. Nutrition is important for our children's growth and development. Proper nutrition will help them maintain consistent energy throughout the day.

Campers will be given time each day for two snacks and a lunch.

Nut Alert (NUT FREE CAMP)

Due to the number of nut related allergies of our participants and staff, peanut butter, nuts and foods that contain nut by-products WILL NOT be allowed at camp. Program Leaders are trained in recognizing and responding to allergic reactions, including the use of Epi-pens.

We ask that you and your family please join us in our commitment to providing a safer environment for all program participants by reviewing the following facts about food allergies.

- **Severe allergic reactions (anaphylaxis) can cause shock, cardiac arrest, and even death if not treated properly.**
- Food allergies affect 1 in 4 people. That is 25% of our population.
- **Even trace amounts of nuts can cause a fatal reaction for individuals with severe food allergies.**



Kids love peanut butter, but there are many other healthy lunch alternatives:

- Sliced meat & cheese
- Leftover dinner (pasta, salad)
- Fruit/Vegetables
- Egg salad/tuna salad

Swimming

Safety is our first priority when it comes to swimming *At the Y* or at *Guelph Lake*. At the beginning of each week, all campers will participate in our camp swim test. They will be assigned a bracelet which indicates if they are allowed to swim in the deep end, the shallow end or are required to wear a life jacket. Youth in life jackets will be within arms-reach of a counsellor at all times.



All camp swims are supervised by qualified lifeguards. Our counsellors swim with campers to ensure their safety. If you would like your child to wear a life jacket regardless of their swim ability, please contact the member service desk and they can make a note

on your registration form.

Bus Trips

Off-site field trips for our '*At The Y*' campers will take place a few times throughout the summer. Each trip will be directly related to one of our specific program themes. These off-site trips will support a more hands on experience to learning. Trips TBD...ask your Camp Coordinator for details.





Sunscreen Policy

We are all concerned with the damaging effects of the UVA and UVB ultra-violet rays. For this reason, we request that all parents send sunscreen,



sunglasses and hats with their children. Camp Counsellors will periodically check to ensure that children are wearing sunscreen. However, due to potential allergic reactions, we will NOT provide sunscreen to children. If your child arrives at camp without the proper sun protection, we will send a reminder note home. In order to assist camp counsellors, **please ensure your child knows how to apply sunscreen to their bodies.**

We will support younger campers to ensure they have applied properly and have not missed any important spots.

Lost and Found Management at Each Location

Camp Conestogo:

- Every afternoon at Camp Conestogo, campers are given time before loading the buses to look through the lost and found bin. Each staff member passes the bin around within their camper group to be sure items are going home with who they belong to. Campers must take a few minutes to look and listen when this process is happening.
- Every Friday after camp, lost and found will be brought back to the Main Y on the bus to be sorted and laundered. It will then be brought up to the Camp Conestogo Lost and Found Bin located in the XYZ Room at the Main Y.
- **After two weeks of not being claimed**, our lost and found bins will be emptied and donated.

At the Y Camp:

- Every afternoon our At the Y campers are given time before leaving for the day to look through the lost and found bin for that day. Each staff member passes the bin around within their camper



group to be sure items are going home with who they belong to. Campers must take a few minutes to look and listen when this process is happening.

- Every Friday after camp, lost and found will be sorted and laundered. It will then be brought back up to the At the Y Camp Lost and Found Bin located in the XYZ Room.
- **After two weeks of not being claimed**, our lost and found bins will be emptied and donated.

Note: All items that are not claimed within two weeks will be donated to a good cause.

Parents as Program Partners

Parent Involvement

Please take the time to introduce yourself to your child's Program Leaders. Your comments, suggestions and participation in our programs are most welcomed. If you have any special skills that you would like to share in areas such as crafts, sports, games, and nature please let us know.

Program Plans

Every day at Guelph Y Summer Camps is a new adventure and we want you to know what we've been up to! Daily schedules and program plans are available at each site should you wish to review them. Should you have any questions or suggestions regarding these program plans, please see your camp counsellors directly.

Program Evaluations

In order to continually improve our camp programs, we will be gathering feedback from our camper families on a regular basis. Feedback will take the form of a weekly program evaluation that should be filled out by a parent



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and the camper. In the middle and at the end of the summer, all families will receive a YMCA Ontario Satisfaction Survey via e-mail.

*All other summer camp inquiries may be directed to Melissa Haynes,
Supervisor of Day Camps/Youth and Preschool/Outreach at 519-824-5150
ext. 262 or melissahaynes@guelpy.org*