



Parent Handbook

Day Camp

ABOUT OUR CAMP

At YMCA Camp Oconee, our goal is to provide a safe and wholesome environment for campers to experience wonderful opportunities and grow physically, mentally and spiritually so that they may achieve their greatest potential. Our focus is to encourage campers to demonstrate five key character traits: Caring, Honesty, Respect, Responsibility, and Faith while promoting an environment that promotes belonging, achievement, and positive relationships. Keeping our mission and purpose in the forefront allows us to reach our goal of the YMCA pillars of youth development, healthy living and social responsibility.

OUR STAFF

YMCA Camp Oconee is committed first and foremost to the safety of your child. A YMCA professional supervises all day camp staff, recruited through local churches, leadership organizations and from high schools and area colleges. We place a serious emphasis on safety standards by offering a remarkable counselor to camper ratio and requiring our counselors to complete pre-camp training, including CPR, First Aid, AED and Child Abuse Prevention along with specific training in the areas of working with children, discipline, group dynamics, mental health, first aid, safety and programming. All YMCA staff go through background checks prior to hiring as well as drug tests. We take pride in the high expectations set for our camp staff each year and evaluate them on a regular basis.

PARENT RESPONSIBILITIES

It is our priority to make sure parents are informed of what is going on in our programs. The Y will make every effort to communicate with you about activities, special events and especially about your child! Communication will be sent through newsletters, social media, signs posted at pick-up or drop-off time, phone calls, in person communication and emails. It is required that parents provide email addresses so you can receive important updates. If there is ever a time you want to know more, please contact your Y and speak with the program director or a member of our leadership staff.

- Parents must follow all established policies and procedures outlined in the YMCA Day Camp Handbook including the pick-up policy, payment policy, late pick-up policy, late payment policy, etc.
- Parents are responsible for reading all emails, newsletters, flyers, etc. sent home regarding the Day Camp program as well as regularly reviewing the Y website, Facebook/Instagram page, and materials available at your child's Day Camp location to keep well-informed about the program.
- Parents should read and review the Childcare Behavior Contract with their children regularly.

WHAT CAN I EXPECT?

Going to camp is an exciting experience for campers and parents. It's natural to be anxious about the first day of camp and meeting new friends. Hopefully, the following information will familiarize everyone with camp procedures and minimize "first-day" anxiety. The YMCA Day Camp has well trained staff that are focused on meeting the needs of individual campers and are committed to serving as excellent role models.

- Dress for the weather. The camp day will continue rain or shine.
- Campers are very active during the day. Therefore, have your camper wear "play clothes" that can become dirty.
- Your camper will probably come home tired and may need additional rest after a day of high energy activities.
- Label all items with the camper's name including: swimsuits, towels, water bottles and backpacks.
- Please don't send valuable clothing or items to camp including jewelry and electronics.
- Make sure all your forms and payments are completed the Monday prior to attending camp. This will save time at check-in. Include the camper's name and the week you are paying for if paying with check and remember that they must be turned in at our facility at 370 Memorial Dr. in Seneca. **No payments can be taken at the campsite.**

WHAT TO BRING/ WHAT NOT TO BRING:

Each day, please bring a bag containing the following:

- Water bottle- We will be active for the majority of each day and we want our campers to stay safe and hydrated.
- Sunscreen - Please send SPRAY sunscreen so that counselors are able to quickly and safely help with application.
- Swimsuit and towel- We will try to swim each day and want to be prepared. (a plastic shopping bag is great to put wet clothes in afterwards).
- Lunch (Winter/Fall/Spring Break Camp)
- Afternoon snack for Winter/Spring/Fall Break Camps, or money for concessions at Summer Camp
- Money for Concessions (Summer Camp)
- Closed toe and heel shoes
- **PLEASE SEND CAMPER WITH A BACKPACK THAT CONTAINS ALL OF THEIR ITEMS.**

*Please write your camper's name on all possessions to avoid them getting lost!

PLEASE DO NOT BRING:

- Valuables
- Electronics
- Toys
- Playing cards
- Weapons
- Any items that one would not want shared

AGES ACCEPTED AT CAMP:

Children ages 4 years of age to 12 years of age can register for camp.

TIMES:

Camp drop-off will begin at 7:30am and go to 9:00am at each site and camp pick up will run from 4:00pm until 5:30pm. If you plan to drop off later than 9:00am or pick up earlier than 4:00pm please notify the camp director as soon as possible.

LATE PICK UP POLICY:

If your camper is picked up later than 5:30pm, a \$1.00 per minute charge will be applied to your account. Campers will be removed from the program after four instances of late pick-up. We realize emergencies occur and cannot be avoided at times, so that is why we allow for three late pick ups before you risk losing your child(ren)'s participation in our program. You must always have someone on the authorized pick up list who can pick your child(ren) up in case of emergency.

SUMMER CAMP LOCATIONS:

Seneca - South Cove County Park, 1099 S. Cove Rd., Seneca, SC 29672

Walhalla - Old Walhalla Middle School, 177 Razorback Ln, Walhalla, SC 29691

FALL/SPRING/WINTER BREAK CAMP LOCATION:

Foothills Area YMCA Cottingham Campus: 370 Memorial Drive, Seneca SC, 29672

SUMMER CAMP FEES:

Members of the Foothills Area YMCA - \$140/week (a \$25/week deposit is required at registration to reserve each week. This deposit will be applied to the total cost of camp for the week.)

Non-members of the Foothills Area YMCA - \$160/week (a \$25/week deposit is required at registration to reserve each week. This deposit will be applied to the total cost of camp for the week.)

A one-time registration fee of \$30.00 is also due at the time of registration.

WINTER/FALL/SPRING BREAK CAMP FEES:

The weekly rate is \$140.00 for members and \$160.00 for non-members. A one-time registration fee of \$30.00 is also due at the time of registration.

PAYMENT:

Full payment for each week is due one week before the start of each session. Payments are made online by signing in to your account that you created upon registering your child(ren). Payments with cash or check must be turned in at our YMCA facility at 370 Memorial Dr. in Seneca. Checks should be made out to Foothills Area YMCA and the 'for' line should contain your camper's name and week(s) you are paying. If the payment is not received the Monday prior to the week of camp, a \$10 late fee may apply and your child will not be authorized to attend until payment is made in full.

- Weekly deposits are non-refundable and cannot be moved to a prior week's tuition payment.
- Campers who do not attend more than two weeks without notice of cancellation will be automatically removed for the remainder of the summer.
- If you need to unenroll your camper from any week, you must give the Camp Director a two week notice prior to attending so that they can make that cancellation.
- The full weekly rate will be required for payment regardless of the number of days children attend.

- We cannot accept any payments at our camp sites. You may pay with a credit card online or cash or check must be paid at our office at 370 Memorial Dr. in Seneca. Checks should be made payable to the Foothills Area YMCA.

REGISTRATION:

At the time of Summer Camp registration, a \$30 non-refundable registration fee plus a \$25 deposit per week, per child, is required to complete registration. This is the only way to ensure that your child has a spot in the session. The weekly deposit goes towards your total cost for the week.

All Day Camp dates follow the School District of Oconee County Calendar.

SUMMER CAMP SIGN IN AND OUT:

Each parent/guardian will be given a car tag with a camper name. This tag must be displayed on your dashboard or rearview mirror when entering the pick up line. The tags MUST be seen at drop off and pick up. Each child MUST be signed out DAILY and the time of departure must be recorded. Be prepared to provide your photo identification if necessary. Only authorized persons listed on your child's registration form may sign a child out. If there are any special circumstances involving custody issues, you must provide the Childcare Director the legal documentation of these arrangements. These documents will be kept confidential in your child's file.

FALL/SPRING/WINTER BREAK CAMP SIGN IN AND OUT:

Drop off and pick up location will be the lobby of Cottingham Campus. Pull up to the front door and a staff member will meet you at your car. For pick up, pull up to the front door and a staff member will walk your child out to your car.

Sign in for camp will begin promptly at 7:30am and will run until 9:00am. Upon arrival join the drop-off line and do not let your campers out of the vehicle until you have reached the camp door. One camp staffer will greet campers and will mark the camper here.

Sign out will begin at 4:00 pm and will run until 5:30 pm in the afternoon. The person picking up should join the pick up line.

*Please be advised to always have a photo ID on hand when picking up your campers.

SUMMER CAMP BREAKFAST/LUNCH:

Breakfast and lunch will be provided each day by the Summer Feeding Program. Menus will be released every week, but may change at any time due to changes in supplies. All food items will be peanut free, but may include gluten, eggs, and dairy. Campers are welcome to bring their lunch from home if they do not want what is on the menu. We do suggest that parents send heavy snacks for children who will participate in the lunch program just in case they are unhappy with the option for the day. We will not be able to refrigerate or microwave lunches so please keep this in mind when preparing meals.

We are a NUT FREE camp! Please do not pack any items that contain nuts. In order to maintain the safety of all our campers, any items that contain nuts will not be able to be opened under any circumstances.

SUMMER CAMP SNACKS:

We will have a designated snack time each afternoon. Snacks can be brought from home, but we will also have items available for purchase as well. These snacks will range from \$0.25-\$3.00. It will be the responsibility of the child to keep up with their money. There will be special days where we will have afternoon treats for sale including Kona Ica. These days will be listed in the weekly newsletter. Please remember when packing snacks that we are a nut free camp.

WINTER/SPRING/FALL BREAK BREAK CAMP BREAKFAST/LUNCH/SNACKS:

Breakfast, lunch, and snacks will **NOT** be provided during Spring Break Camp or Winter Break Camp. Please provide breakfast (either at home or sent to camp), lunch, and a snack for your child each day.

CAMP FIELD TRIPS:

Field trips may take place throughout camp. On these days, campers **MUST** arrive to camp by 9:00 am so that everyone can be checked in and ready when the buses arrive. We will make efforts to be back at camp by 3:30 pm on these days, but please be aware that this may not always be the case as there are many factors that play into travel times. **Campers must wear their Camp T-Shirt on field trip days if attending Summer Camp.** Campers not wearing a camp t-shirt will not be allowed to load the bus. If the shirt is lost or you want to purchase an additional shirt, they are available in the camp office for \$10 per shirt.

SWIMMING:

Each week, there will be swim times for campers either at our Cottingham Campus facility at 370 Memorial Dr., the lake at South Cove, or the Walhalla City Pool. We will swim every day that the weather permits. Please note that other camp activities could either limit or extend these times. Please be sure to send a swimsuit and towel with your camper everyday. Life vests are available for campers use, if you choose for them to use one. Campers will be required to wear a life vest if swimming in the lake at South Cove.

Water safety is of utmost importance at camp. All camp staff and campers need to fully understand the rules and policies of the pool and our swim times before attending camp. Upon arrival at the pool for the first time during camp, EVERY camper will be swim tested to guarantee that they are safe in the water. The structure of the swim test is detailed below and it will be important to make your campers aware of this process prior to attending camp. You **MAY** request for your camper to not take the swim test. If no swim test is taken, the camper will be required to wear a life vest. If a camper does not pass the swim test they will be required to wear a life vest. These life vests will be provided on site. If you would like to send your camper with their own life vest it must be pfd coast guard approved. Every camper that passes the swim test will receive a colored band to wear signifying that they have taken and passed the test.

Here is a bulleted list of some other important info regarding pool safety:

- Campers are allowed to bring their own goggles and swim caps to the pool with them. They are not allowed to bring any other pool toys, noodles, etc. Inflatables are not allowed in the pool at any time.
- While in the water, campers are not permitted to hang on camp counselors or other campers. They are to keep their hands and feet to themselves. If a camper violates this

rule, endangering the safety of themselves or others, they will be removed from the pool for a timeout or the remainder of the swim time if behavior persists.

- Campers are not permitted to run on the pool deck at any time.
- Lifeguards will be on duty during swim times.

The Swim Test

1. Jump into the pool, submerge fully, return to the surface and begin swimming.
2. Swim 25 yards without stopping or touching the bottom of the pool in a horizontal position using a forward crawl stroke. The swimmer's arms must achieve full extension in every stroke and he or she must maintain the stroke for the full 25 yards.
3. Tread water for 30 seconds
4. Exit the pool without assistance, using the wall.

Swimmers are retested at the beginning of each camp session, and may, at a lifeguard's discretion, be asked to repeat the swim test at any point during the year.

BATHING SUITS

Please send a bathing suit and towel that is clearly labeled with your child's name with your child every day. You may send goggles with your child as well, however the YMCA will provide all flotation gear. PLEASE REMEMBER TO LABEL ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME. Please also provide a bag for the wet swimsuit and towel.

POSSESSIONS:

In order to keep items from being damaged, lost or stolen, we ask that you do not send any toys, electronics (including cell phones), trading cards or any other item that should not be shared. If these items are brought, they will be confiscated and given to the parent or guardian at pick up.

ATTIRE:

Please dress your child appropriately. You should take into consideration the weather forecast and the camp activities. Campers must wear play clothes and tennis shoes as your camper will be participating in outdoor activities. For safety reasons, open toed shoes and sandals are not permitted at camp. Campers should also bring a swimsuit and towel each day. Please clearly label swim items with the camper's name. For sanitary reasons, campers should not come dressed in their bathing suits. Time will be planned to change before and after participating in water activities.

TRANSPORTATION:

YMCA authorized vehicles will transport campers to and from the pool as well as to and from mini field trips. These vehicles will only be driven by staff 21 years of age that have a safe driving record and are properly trained in the use of the vehicle.

SDOC activity buses may be used for longer trips.

If campers are unable to maintain the rules of the vehicle, they will not be permitted to attend on field trip days.

ACTIVITIES:

Camp activities will consist of small group games, camp wide games, sports, arts and crafts, nature awareness, water activities, guest speakers, team building, and many other fun-filled interactions between campers and counselors.

SUNSCREEN

We are committed to keeping your child safe from the sun. To help prevent sunburn, it is required that parents apply a long lasting sunscreen prior to arriving at camp. Campers spend a large amount of time in outdoor activities. Parents should provide campers with spray sunscreen to keep with them throughout the day. Staff are only able to apply spray sunscreen. As needed, staff will aid children in applying sunscreen throughout the day.

DAILY SCHEDULE EXAMPLE: (Schedule subject to change)

7:30 - 9:00 Drop Off/Supervised Play
9:00 - 9:20 Breakfast
9:20-10:00 Morning group time/group counsel ring
10:00 - 10:45 Rotation 1
10:45 - 11:30 Rotation 2
11:30 - 12:00 LUNCH
12:00 - 12:45 Rotation 3
1:00 - 3:00 Pool Time (If canceled, group rotations will continue)
3:00 - 3:15 Snack
3:15 - 4:00 Rotation 4
4:00 - 5:30 Supervised Play

ILLNESS:

Following the recommendations of the Center of Disease Control, campers who have a fever of 100.40 (38.00C) or above or other signs of illness will not be permitted to attend camp. In order to return to camp, they must be fever free for 24 hours.

The FAYMCA cannot provide care for sick children. If any child has a fever, is vomiting, or having severe pains, diarrhea, severe nasal or eye discharge, unidentified rash, or a contagious condition (RSV, flu, hand foot and mouth, chicken pox, measles, lice, ringworm, COVID-19, etc.) the parent will be asked to pick up the child immediately. If your child has a communicable disease, please notify the childcare director as soon as possible. With any illness, a doctor's release may be requested prior to his/her return to programming.

MEDICATIONS:

If your child will need medication administered to them during camp hours, a medical release form must be signed prior to camp attendance. We must also have the original container listing the campers name, the name of the medication, the correct dosage, as well as the time of day that the medication should be administered.

Daily medications will be kept in the camp office and administered by the camp director or head counselors (if the director is not present). Any emergency specific medications (inhalers, epi-pens, etc.) will be carried by your camper's counselor throughout the day for quick access.

MEDICAL EMERGENCY PROCEDURE:

Our staff are fully trained in First Aid and CPR and ready to act quickly on any situation that arises. Basic First Aid supplies will be available in the camp office and will also be carried by each individual counselor.

For any serious injuries that require additional medical attention, parents or the camper's emergency contact will be contacted. If the situation requires advanced medical support, EMS will be contacted immediately

DISCIPLINE:

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when campers receive positive and understanding interactions, they can develop good self-concept, problem-solving abilities, and self-discipline. While this is our first avenue for behavior management, there are cases when these techniques do not prove effective and additional steps are required to resolve behavior infractions. Please note that we understand that children make mistakes and we allow for that in our write up structure. The number one goal of our behavior management policy is to keep all students in our program safe. Please review our policies below so as to fully understand the system we use for behavior infractions.

1. Initially, students will be given quiet reprimand/verbal warning. This warning is undocumented and is often given by the child care staff.
2. If behavior persists after verbal warning, a warning write up will be written for the student. Parents/Guardians will be contacted via phone, email, or in-person communication that day to explain the incident and describe the steps that were taken to resolve the issue. This write up will be given to the parent/guardian upon pick-up. Parents/guardians are requested to sign the behavior write up as acknowledgement of communication regarding the issue. We also advise parents to reinforce any behavior modifications at home so that the student can be successful in our programs.
3. If behavior persists after the warning write up, there will be an official Write Up 1 completed with the Student Behavior Plan filled out. The student behavior plan will be implemented to identify specific behaviors and work with students and parents/guardians to develop appropriate behavior management solutions.
4. If behavior problems continue after implementation of the student behavior plan the student will receive official Write Up 2 which will result in suspension depending on violation (1-3 days).
5. If behavior persists still an official Write Up 3 will be presented and the student will be asked to leave the program.
6. For severe offenses, such as but not limited to fighting/hitting, theft, vandalism, bullying, possession of weapons or drugs, severe verbal threats, sexual misconduct, running away from child care premises, blatant disruption of camp activities, or any other behaviors that endanger the safety of self or others, the student may be suspended or dismissed from

the program immediately. Parents/guardians will be contacted to pick up immediately following this type of infraction.

7. Students will NOT be disciplined in the FOOTHILLS AREA YMCA child care programs for behaviors that occurred outside of program hours, even at parental request.

CAMPER RESPONSIBILITY:

BE SAFE, BE NEAT, BE KIND. Embrace camp with a positive attitude, be kind to others, be respectful to staff, follow direction willingly, and take care of all property. Camp is filled with many activities that will allow campers to learn new things and meet new people. We hope that each camper is willing and open to see what opportunities camp can bring!