



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2024 CAMP PARENT GUIDE

Thank You for choosing the Y for your child's summer camp experience.

This guide contains useful information to answer most questions you may have about our camp programs. Please read and share the information with your camper to help familiarize them with camp policies and safety guidelines. Our goal is to provide a safe and rewarding summer filled with fun and friendship. Through intentional planning, we provide our campers with an enriching experience that creates memories to last a lifetime. **The Metro YMCA of the Oranges "Dedicated to Excellence in Camping."**

Year Round Contact Phone Number is: 973.209.9622
and our website is: www.sussexcountyyymca.org

Goals & Outcomes for our Campers: The Sussex County YMCA works to make these outcomes a reality as part of our commitment to high quality day camps that make a difference in children's lives.

- 1. Social Skills:** make friends and maintain relationships
- 2. Independence:** rely less on others for solving problems and for day-to-day activities
- 3. Teamwork:** become more effective when working in groups of peers
- 4. Confidence:** believe they can be successful in the things they do
- 5. Curiosity:** be more curious, inquisitive, eager to learn new things
- 6. Responsibility:** learn to be accountable for their own actions and mistakes
- 7. Appreciation for Nature:** develop feelings of emotional connection toward nature
- 8. Problem-Solving Skills:** believe they have abilities to resolve problems
- 9. Summer Learning Loss Prevention:** keeping minds engaged for learning year round

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“The Best Summer Ever!”

Dear Summer Y Camp Families,

Welcome to Summer Y Camps! This guide contains useful information and answers many questions you may have about our camp program. Please read this guide prior to camp and share the information with your camper to help familiarize them with camp policies and safety guidelines.

Most of all we want our parents and campers to have a really wonderful experience with us. Here are our top tips for a great summer:

CAMPERS:

- Pack your camp backpack the night before—don’t forget your bathing suit and towel!
- Fuel up for fun—eat breakfast each day and pack a healthy lunch and snacks
- Try something new—you might discover a new interest or hobby
- If you need help, ask! Your counselors are here to make sure you have a great camp experience.

PARENTS/GUARDIANS:

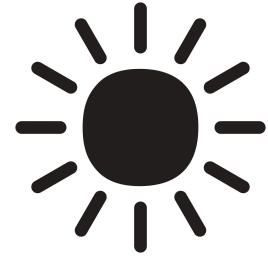
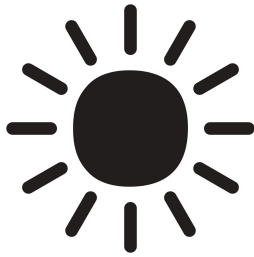
- Label everything—we will do our best to match up Lost and Found items with their rightful owners
- Communicate, communicate, communicate—tell us about any special needs your camper may have before they get to camp.
- Let us know if you have any questions or concerns during camp and give us a chance to correct situations as needed.

During the summer you will receive an online camp survey pertaining to your experience with our camp. Please take a moment to respond to the survey—we would not be successful without the input we receive from you!

Thank you again for choosing Summer Y Camps for your child’s summer camp experience. We are looking forward to a safe, fun, and happy summer!

Happy Camping!

Nya Noziere
Summer Y Camps Director
(E): nnoziere@metroymcas.org



1. FOR YOUR INFORMATION

A. Mission Statement:

Strengthen community through youth development, healthy living and social responsibility.

Our summer day camps are an integral component of the Sussex County YMCA's mission, and provide a safe, fun-filled, day camp experience for each of our campers. Our diverse and highly capable staff is committed to providing our campers with skill development, innovative programming, an appreciation of the outdoors, and greater swim confidence.

Our Y is dedicated to 3 areas of focus including: youth development, healthy living and social responsibility. Our Y Camps provide a safe and nurturing environment where the children can make new friends and explore new activities. All of our camps remain focused on the positive healthy development of our campers by helping to build self-esteem, confidence and social skills – while increasing independence, and health and wellness awareness. Central to our mission is encouraging our campers to live by the four core values of honesty, caring, respect and responsibility. Our staff is dedicated to role modeling these positive values and mentoring with our campers in their development of them.

B. Diversity

The YMCA welcomes families of every race, religion and ethnic group. We encourage parents to share information about their culture, language and country of origin. Throughout the facility graphic displays show a variety of children from different racial and ethnic groups, as well as persons with disabilities and individuals performing non- traditional work roles.



C. American Camp Association: (ACA)

The ACA is a non-profit, non-sectarian organization committed to enhancing the quality of the camp experience and dedicated to promoting high standards in organized camps. ACA is the only national accrediting body for all types of camps. We proudly display the logo of the American Camp Association. This logo assures parents/guardians that our camps comply with up to 300 health, safety, and program quality standards. ACA-accreditation shows that our camps are committed, credible, and accountable for their actions. **All Sussex County YMCA summer camp programs are currently ACA-accredited.**

D. Staff to Camper Ratios:

As an American Camping Association accredited camp, we follow Staff to Camper ratios of 1:5 for Pre-K, 1:6 for 5 year olds, 1:8 for 6 – 8 year olds and 1:10 for 9 years and over.

E. 2023 Camp Dates

Summer Y Camps run from June 17 through August 23, 2024. **There is NO CAMP on July 4th due to the federal holiday.**

F. Camp Location

Summer Y Camps are located at the Sussex County YMCA, 15 Wits End Road, Hardyston, NJ 07419. The location offers a wide variety of indoor and outdoor space, including an indoor pool, air conditioned activity rooms, outdoor activity tents, outdoor playing fields, and an outdoor playground.

G. Camp Hours

Half Day camp programs run from 8 AM - 12 PM. Full Day camp programs run from 8 AM - 4 PM. Campers may be dropped off as early as 7:45 AM. After Camp Care is available for Full Day campers from 4:00-6:00 PM for an additional weekly fee.

2. IMPORTANT PHONE NUMBERS & CONTACT INFORMATION

A. Important Phone Numbers

- **Sussex County YMCA: 973 209 9622**
- **Camp Cell Phone: 973 380 4246**

B. Contact Information

- **Nya Noziere - Camp Director - nnoziere@metroymcas.org**
- **Kat Van Allen - Asst./Healthcare Director - kvanallen@metroymcas.org**
- **Melissa De Leon - Program Administrator - mdeleon@metroymcas.org**
- **Lizbeth Canevaro - Program Coordinator - lcanevaro@metroymcas.org**

B. Camp Communication

Communication is a wonderful tool that should be used jointly to provide our campers with a safe, nurturing and positive camping experience.

Proactive communication from both camp and home helps to ensure a successful summer experience. A call and/or text message from our Camp Cell Phone may be made to inform you of a behavior concern or

incident that has happened. These communications are our attempt to inform, brainstorm, and work cooperatively with our parents/guardians to ensure a successful camp experience for your child.

It is of equal importance that parents are proactive in communicating with camp. We love receiving positive feedback for the great things we do, but we also need to hear from you with concerns you may have. **We cannot address a situation we do not know about.**

You will receive weekly email updates with camp news, weekly reminders, satisfaction surveys, etc. from your Camp Director throughout the summer. We use Playerspace as our main source of camp communication for email service. If you choose to withdraw from this service, we will not be able to send you weekly news or emergency camp information. Emergency information is email blasted out and/or posted on the front page of our website. Examples of emergencies may include: phone lines down, Internet outage, change in camper drop off/pick up times, etc.

If you are keeping your child at home for any reason, be sure to notify the YMCA camp phone at 973-380-4246 before 7:30 AM (send a text message or leave a message on the voicemail if no one answers). If the child has not been called in absent by their parent, the parent will be contacted by camp staff.

3. IMPORTANT INFORMATION

Prior to the start of camp you must complete all forms and waivers in Playerspace. Please reach out to our Call Center at 973 758 9039 if you have not received an email notification/invitation from Playerspace.

A. Media/Photography Policy:

A permission statement was included in Playerspace allowing the Y to use photographs and media for promotional purposes. The names of campers are never included in our printed materials or online and further approval will be requested if your child is the primary focus of a media piece we would like to use. Any camper without permission for media use has been brought to the attention of the camp directors. If you have further concern, please email the Camp Director.

B. Emergency and Alternate Pick-Up Contacts:

In cases of emergency, if after both primary guardians cannot be reached, we will contact the additional people you listed as Alternate Pick-Ups who would be authorized to pick-up your camper. Photo ID will be **REQUIRED** if our staff do not recognize the individuals. All visitors during the camp day (8:00 AM - 6:00 PM) must report to the facility's Welcome Center first.

In accordance with our policy on the release of children, if the parent(s) or person(s) authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the staff/supervisor in charge, the child would be placed at risk of harm, the camp will ensure that the child may not be released.

C. Child Safety at Camp Please read the note from our President/CEO at the end of this guide.

D. Staff Code of Conduct

The Y has established conditions for staff to adhere to while remaining an employee. Please contact the Y if you see staff not adhering to these policies. Any violation of the Code of Conduct may result in disciplinary action up to and including termination. The Code of Conduct is attached at the end of this guide for your review.

E. Statement of Discipline and Expulsion

Discipline at the Sussex County YMCA is handled with much care and thought. We use two methods of discipline with our campers. First, we try to redirect the child by focusing their attention to an appropriate activity. Second, we use positive reinforcement with all children. If a serious situation occurs, steps may be taken to suspend or expel a camper. **The Y reserves the right to dismiss a child from camp whose special needs we are not able to meet or whose conduct is not in the best interest of the total camp.** This is available for review at the end of this guide.

4. IMPORTANT FORMS

A. Permission to Administer Medication Form

NO MEDICATION IS TO BE SENT TO CAMP WITHOUT PROPER NOTIFICATION. The Permission to Medicate Form **MUST** be completed and accompany any medication your child may need to take while at camp. This form is posted on the Sussex County YMCA's ce. Medications are to be given to the Camp Director, Healthcare Director, or Camp Director's designee in the original container and labeled with the child's full name, medication name and dosage. All medications will remain at camp in a lock box except for emergency medication such as: inhalers, epi-pens or eye drops which are carried in the child's group's First Aid Kit and returned to the Camp Office at the end of every day. **Any emergency medications MUST have a written Emergency Care Plan signed by BOTH the parent/guardian and child's doctor.**

B. Pick Up/Drop Off Procedures

Drop off will begin at 7:45 AM via a car loop procedure. Under the direction of the camp staff and posted directional signs, families will pull up to the designated drop off/pick up location(s). Once you arrive at the designated drop off/ pick up location(s), please have your child stay in the car. At this time, a camp staff member will confirm with the parents/guardians that the health self-screen was completed. Once this is confirmed, you will sign in your child electronically with our camp team and your child can then exit the car with our camp staff. Campers should exit their cars at the passenger's side rear door. Please be sure to share this drop off procedure with anyone that may be doing drop offs for your camper.

Pick up will begin at 11:45 AM and 3:45 PM for Half Day and Full Day campers, respectively. Pick up will be in the same location as drop off. Once you have arrived at your designated drop off/pick up location(s), please

let the camp staff know who you are picking up and present to them a form of identification (i.e. Driver's License, etc.). Once the camp staff has verified that you are a permitted pick up person, you will electronically sign out your camper and we will safely get your camper back in your care. We ask that all adults remain in their vehicles during drop off and pick up times.

If you are dropping off or picking up at a different time that is not a scheduled drop off/pick up time, we ask that you call or text our camp cell phone at 973 380 4246

C. Alternate Pick-Up Form

We understand that emergencies occur. We ask that you stay in contact to alert us of your needs and arrange for an alternate pick-up if your emergency contacts are unavailable. Please allow the Y as much notice as possible if you need to arrange for an alternate pick-up person that is not listed as an emergency contact or alternate pick-up on your original registration form. We'll ask for identification before we release your child to an individual that our staff does not recognize.

D. Grouping Requests:

Many factors are considered when determining camper groupings including sessions that campers are registered for, group dynamics, special concerns, the number of campers in each group and information we know and you may not.

- Campers must be in the same grade and requests must be mutual and listed on your original registration form. We must have written communication from both families in order to honor a request.
- We cannot honor more than TWO camper requests per group as this is often socially unfair to other campers placed in the group.
- We will do our best to honor all requests wherever possible, but **we cannot guarantee all group requests.**

5. AFTER CAMP CARE PROGRAM

After Camp Care is available for our Full Day camp programs for an additional fee. Pre-registration is required. Please contact our Program Administrator to make arrangements for After Camp Care no later than the Wednesday at noon before the week you wish to register for this program, pending availability. Registrations are taken on a first-come basis until programs are full.

6. CAMP HEALTH CARE INFORMATION

A. General Information

- A Health Care Supervisor is at camp each day. Our Health Care Policies are reviewed annually by a licensed physician and all camps have several certified CPR/First Aid trained staff. All camp staff are trained in basic health procedures and bloodborne pathogen procedures. **It is important to inform us of all allergies to ensure the safety of your camper.**

- All camper health history and permission to treat sections of the registration forms (in Playerspace) must be complete and signed. The NJ State Health Dept. requires that all campers have their "required" immunizations up to date. Contact the Camp Director for religious exemption forms.
- Each camp has a Health Care Center which can handle minor illnesses & injuries. Camp has an affiliation with a local hospital and consulting physician. If a parent cannot be reached, emergency medical care will be provided pursuant to the parental consent set forth in the registration. The Health Care Supervisor or Camp Director will be available to discuss concerns you might have about your child's medical condition. Please do not contact counselors directly regarding medical matters.

The Camp Director, Health Care Supervisor, or designee (i.e. Assistant Camp Director) will contact parents in case of a head injury or any other injury requiring medical follow-up.

B. Overall Wellness of our Campers:

The Sussex County YMCA takes Child Abuse Prevention very seriously. Staff and/or volunteers will conduct a visual health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening manner. Any questionable marks or responses will be documented. If emotional, mental, sexual, or physical abuse is suspected, it is the staff member's legal duty to report these concerns to the Camp Director immediately. If child abuse is suspected after an internal investigation, it is our legal responsibility to file an official report in accord with state child abuse reporting laws and in compliance with the YMCA's policies.

All information found during this procedure is strictly confidential. At NO TIME will information be discussed with campers, staff, or other persons, except to complete a proper assessment or to arrange intervention.

C. Camper Health and Well-Being

We ask for your cooperation in order to provide a camp environment that promotes good health. Please check and be alert if your camper shows signs of red or irritated eyes, skin rashes, especially a rash that looks like an archery target circle, or complains of itchy scalp or discomfort around the ears (lice).

The following guidelines outline the average terms and conditions under which an illness may be communicable. If you have additional concerns, please consult with your physician.

- **If you are unsure if your child is well enough to attend camp, the best decision is for your child to stay home.**
- **DO NOT** send your child to camp if they do not feel well in the AM. Colds and other illnesses are often contagious and can spread easily. If we feel a camper should not stay at camp, parents will be called. A parent or authorized pick-up person must come to camp and pick up their child. Please keep emergency names and numbers up to date and notify camp if you will be out of town.

D. Illness Policy

In the event that your child has been diagnosed with an illness, please notify your camp director as soon as possible. If your child develops any of the following symptoms during the camp day, we will contact you, request that you pick your child up immediately and follow the guidelines related to your child's condition.

May return after 24 hours symptom free

- *Fever of 100.5 or higher
- *Two occurrences of diarrhea
- *Vomiting

May return with doctor's note

- *Sore throat
- *3 days of persistent cough
- *Meningitis
- *Shingles
- *Tuberculosis
- *Whooping cough
- *Influenza
- *Hepatitis A
- *Salmonella
- *Giardia Lamblia
- *Lice or scabies

May return after 24 hours of treatment/rest and doctor's note

- *Red/inflamed eyes with discharge
- *Conjunctivitis (drops)
- *Fifth disease
- *Impetigo (cream)
- *Ringworm (cream)
- *Too ill to take part in activities inside or outside
- *Green, yellow or brown mucus from nose or mouth for more than 3 days

May return when there are no open sores present and doctor's note

- *Undiagnosed skin rashes

May return after 2 days with medication and doctor's note

- *Strep throat

May return after 3 days and doctor's note

- *RSV *Coxsackie

May return after 4 days and doctor's note

- *Rubella *Measles *German measles

May return after 6 days and doctor's note

- *Chicken pox

May return after 9 days and doctor's note

- *Mumps

A child who is taking antibiotics under the care of a physician is able to return to camp with doctor's permission after 24 hours of being on the medication.

Please notify us if your child contracts a communicable disease so we can inform other parents. Sick days are not discounted or credited from the camp tuition.

E. Injuries

If a minor injury occurs during the day, an "ouch" report will be filled out and given to the parent. If a more serious injury occurs, the parent will be notified by telephone. If the injury requires medical attention, the parent will be asked to come to Camp immediately to pick up the child. Staff members cannot take a child to the hospital or doctor in their own vehicles.

In a medical emergency, the proper authorities will be called to transfer the child to the local hospital. The parents will be called immediately. If staff is unable to reach a parent, the next person on the family's emergency contact list will be called. A staff person will accompany emergency personnel and will stay with the child until a parent arrives. The permission to treat section of the camp registration form that all parents complete at the time of registration will be brought to the hospital by the staff person.

F. Medications

You can send medications to camp by giving the meds to your Camp Director, Assistant Director, Healthcare Provider, or Program Coordinator/Administrator. Camp will secure and store all medications in accordance with ACA guidelines.

- All medications must be in properly labeled, **original containers**, with a note specifying dosage, time, frequency, anticipated duration of treatment, and dispensing directions.

- Permission to Administer Medicine Forms must also accompany any medicines brought to camp.

Pharmacy labels are required on all prescription medications. *Camp Tip: You can request two labeled bottles from the pharmacist.*

At the end of the summer we discard all meds or if requested, you may pick it up on your child's last day of camp.

- Only the Health Care Supervisor or Camp Director (or his/her designee) is authorized ONLY to administer medication in accordance with your signed Permission to Medicate Form.

- Non-prescription medications such as Tylenol & Advil will be administered ONLY with written authorization on a signed Permission to Medicate Form.

- If you give medication to your child before coming to camp, please inform us. This ensures that there will be no overmedication if a standing order exists.

- If your camper needs to use insect repellent at camp on a daily basis, we ask that you send it to camp with a Permission to Medicate Form with a labeled bottle for the staff to apply. We recommend applying this at home before camp.

7. STAFF/CAMPER FAMILY RELATIONSHIPS

The YMCA encourages a positive, cooperative relationship between families and Staff. However, this relationship is always professional, and **MUST NOT** extend beyond camp. Instances of conflicts and uncomfortable situations could result from parents asking staff to baby-sit after camp hours. It is natural that parents want to employ the counselors that they

most trust for their children. However, we must ask you and staff to strictly respect this important policy.

8. PROGRAMMING

A. General Camp Activities

Camp activities vary between 30 and 60 minute blocks depending on the activity and camp. Campers move as a group to each activity, depending on the camp you chose for your camper. Weekly activities may include: sports, nature, arts & crafts, STEM, swimming, recreational free play, cooperative group games, etc. Check your specific camp for activity details.

B. Aquatics Programs and Swim Instruction

Swim instruction is offered for Junior Y and Kids Y Camps - **there is no instructional swim offered for Sports Camp.** Instruction is based on the YMCA Aquatics Policy. Campers are tested & placed into swim groups based on ability within their first two days of camp. Campers are expected to swim every day unless you send notification otherwise. **If you feel as though your child needs additional support for swimming, please send them with a U.S. Coast Guard-approved life jacket labeled with their name.**

Swimmers must follow the directions of the lifeguards and the posted pool rules at all times—walking around the pool area, no diving unless under the supervision of an instructor in the deep end, no rough housing. All campers must inform his/her counselors if it is necessary to leave the pool area, i.e. bathroom. Campers will be supervised by two counselors in this case. All campers must sit on the side of the pool when the announcement is made for “Buddy Check.”

Our camp follows the pool safety regulations mandated by the State of New Jersey requiring the proper number of qualified lifeguards on duty to the ratio of swimmers. Camp counselors will also be in the water with the campers or on the pool deck to provide additional supervision. All camp staff are hired due to their desire to teach campers water confidence and swim skills and are trained in aquatic safety procedures.

Free swim periods may be provided for some camps at the end of swim lesson periods. We ask for your help in encouraging your camper to participate in swim lessons at camp. Campers who do not participate in swim lessons will not be allowed to join free swim periods. Occasionally the Swim Facilities may close due to lightning, camper illness or accidents. If a pool closing does happen, other activities will be provided.

C. Extreme Weather Days

Our philosophy is that a rainy camp day is a sunny day indoors. Our staff has prepared AWESOME rainy day activities. There will be special indoor group activities. Also, always send your camper in with their normal backpack and swimsuit. Many rainy days turn into beautiful days!

We believe that on most summer days, campers can enjoy the outdoors if they are properly dressed. Please plan accordingly for the extreme summer heat. We do not plan to stay indoors all day if the weather is extremely hot. We will keep campers hydrated and physical activity to a less strenuous level

on these days. Many high heat day activities involve getting campers wet, to keep cool and have fun.

9. GENERAL INFORMATION

A. Special Needs of Campers

You will find our Y to be very flexible with our campers’ needs. If your camper has special needs that we might be able to accommodate, please contact us in advance of the start of camp. We find that campers are most successful when we work together with our families in honest, open and collaborative partnerships and make mutual decisions to accommodate the special needs of our campers.

Although we cannot accommodate every request, we will do our best to work with our members on a case-by-case need. Special accommodations may include: summer school needs, disabilities and behavioral needs. Please contact your Camp Director to arrange for a meeting to discuss these needs before you register for any of our camps to ensure we can accommodate your requests.

The Y reserves the right to dismiss a child from camp whose special needs we are not able to meet or whose conduct is not in the best interest of the total camp.



B. Parent Visitations and Family Involvement:

The YMCA maintains an “Open Door Policy” for parent visits, meaning that any parent or guardian can visit Camp at any time. **Please be aware that your child will act differently when you are at Camp and may not get the same experience when you are there.** While we encourage your visits, please be conscious of how your presence may disrupt your child’s camp day, as well as the others in their group.



C. What to Bring/Wear to Camp Every Day

- Labeled, refillable water bottle. Our staff will stop at hydration spots to refill these bottles throughout the camp day.
- Backpack, which should include towel, change of clothes, underwear, and plastic bag for wet clothes. We prefer that campers come to camp in a bathing suit with sunscreen applied. This makes for quicker transition and more time in the pool. Check with your camp for requirements.
- Comfortable attire that is okay to get messy, dirty, etc. Hats are strongly recommended. Please label.
- **SNEAKERS are the preferred footwear.** Your camper will be running and playing at camp all day. **Footwear must cover the toes and have a back strap to prevent injuries and tripping, please no sandals.**

Pre-K/Kindergarten campers should bring an extra change of clothes labeled with their name in a Ziploc bag in case of bathroom accidents.

- Complete lunch and snacks: we are extremely conscientious about allergy-related issues. You **MUST NOTIFY** the camp office if your camper has any food concerns. **All Summer Y Camps Camps are NUT-SAFE - no peanuts or nut products.** To the best of our ability, every effort to be nut-safe will be attempted.
- **Please Note: No refrigeration is provided for lunches and we do not provide microwaves for reheating.** We recommend freezing an additional labeled water bottle/ juice box each night to place in your camper's lunch bag to help keep it cool. Every effort will be made to keep lunches in a cool place.

D. Lost and Found

- **Please label items** including shoes, hats, sunscreen, towels, water bottles and especially **lunch**. On a daily basis, labeled lost items are sorted and returned. Check that items brought home have your camper's name on them. If an item does not belong to your camper, please return it to camp.
- Your camper should bring home their camp bag each day. Wet items are not left at camp.
- Camp is not responsible for lost or damaged personal items. WE RECOMMEND THAT ALL VALUABLES BE KEPT HOME (i.e. electronic devices, trading cards, money, etc).
- At the end of the camp season, all unclaimed and unmarked clothes are cleaned and sent to a charitable organization

E. What not to bring to camp

Children are **not permitted** to bring firearms, alcohol, drugs, tobacco, or animals.

F. Extensions, Credits and Dismissals

- The Y reserves the right to dismiss a camper whose needs we are not able to meet or whose conduct is not in the best interest of the total camp with no refund.
- **Please see your camp registration receipt for details regarding our cancellation, transfer, and billing policies.**
- **All camp registration requests must be communicated in writing to the Camp Director and to Edith Lynch, Associate Executive Director, via email (elynych@metroymcas.org) for approval.**

G. Camper Guest Policy

Campers may not bring friends or siblings to camp. Insurance regulations require us to adhere strictly to this rule.

H. Feedback/Evaluations

Your feedback is important to us as we continue to strive for excellence in camping. As parents, it is vital to our continued growth and success. Information you learn from your campers can only help us if it is shared. Throughout the Camp Season you will receive a survey from us, we thank you in advance for completing!

10. STAFF

The Sussex County YMCA hires mature personalities who are experienced and younger staff who are moldable to work at our summer day camps. We expect our staff to be positive role models. Our summer staff is composed of high school, college and graduate students, as well as teachers and coaches from our local school systems.

The Camp Leadership team at the Sussex County YMCA are year round employees who start working on camp planning the day after camp ends the previous year. Staff participates in year-round professional development and are always discovering new ways to make camp experience safe and fun.

All camp staff go through extensive training for weeks prior to camp, totaling over 24 hours. Our training motto is simple: KEEP OUR CAMPERS SAFE WHILE HAVING FUN (AND IN THAT ORDER)! Staff is trained in many areas of safety by risk management professionals and online courses including: Aquatic Safety, Playground Safety, Camper Safety and Supervision, Emergency Procedures, Dealing with Possible Intruders, Prevention of Lost Campers and Lost Camper Drills, Health Orientation, First Aid/CPR, Child Abuse Prevention, etc.

Staff is also trained in the following topics: Positive Discipline, Summer Fun Camp Activities, Inclusion, Interactive Workshops, Youth Development, Swim Lessons, and Games Training.

11. STAFF APPRECIATION POLICY

'TIPS ABOUT TIPS' How you say thank you is a very personal and subjective decision. Our policy is to recommend that you follow the **Golden Rule** and "Do unto others as you would have them do unto you". It's always nice to say thank you for a job well done – a "thank you" is always a nice expression of appreciation. Letting your Camp Director know about your experience is helpful during (and after) your summer with us. This allows us the opportunity to reward staff or correct behavior during camp which benefits everyone, especially our campers.

Tipping our staff is not required, nor expected, nor encouraged. Our staff is informed upon hiring of our policy not to accept gifts from members or vendors other than those with minimal value. Any employee receiving gifts from members or vendors with a value in excess of \$100 must advise the President/CEO.

Child Safety At Camp



Dear Parent/Guardian:

We thank you for placing your trust in the Metro YMCAs of the Oranges and Sussex County YMCA Day Camps. Our core values of caring, honesty, respect, and responsibility are part of everything we do. Because of this, we place great value on creating the most child-safe environment possible. The purpose of this letter is to educate and engage you in our approach to child safety.

To keep children safe in our programs, we utilize the following steps in our pre-employment screening and employment practices for all staff:

- Detailed employment application and voluntary disclosure forms
- Comprehensive reference checking and interview process
- Criminal and sexual background records checks
- Comprehensive safety trainings including child abuse prevention, camp, playground, transportation and aquatic safety.
- Confidential reporting system for grievances, safety concerns, etc.

Safety is our primary concern at the Metro YMCAs of the Oranges. We have policies in place so that all interactions between staff and children are monitored and supervised by others. It is important for you to know that our staff sign and are accountable to our Code of Conduct.

Our Code of Conduct requires that Staff and Volunteers:

- Are never to be alone with a single child where they cannot be observed by others.
- Should never leave a child unsupervised.
- Are not allowed to transport children in their own vehicles.
- May not be alone with children they meet in YMCA programs outside the YMCA (this includes babysitting, sleepovers, inviting children to homes, etc.).
- Should not give excessive gifts (ex. Video games, TV, jewelry) to youth nor be exclusive.
- Shall not abuse or neglect a child in any way, physically, verbally, sexually or mentally.

With this being said, I am asking you to assist us in maintaining the safe environment we have long enjoyed at our YMCA. First, educate your children about appropriate and inappropriate physical, verbal and emotional contact whether it is peer-to-peer or adult-to-child. Make sure that your child knows that if they experience any inappropriate actions at our YMCA (or elsewhere) including e-mail, blogging, texting or phone calls, that they should alert you immediately. Please let your child know it is important to tell you about these kinds of activities and that they will be believed and will not be considered to be at fault.

Next, if you know of or if your child relates to you any behavior you consider being in-appropriate, please call Edith Lynch, Associate Executive Director at the Sussex County YMCA at 973 209 9622 or email at elynych@metroymcas.org and we will treat the matter confidentially and urgently.

We pride ourselves on open and honest communication. To that end, we want to give all responsible adults an opportunity to reinforce with our children what is and what is not appropriate behavior.

Thank you for entrusting us with the care of your child. We hope to provide you both with a wonderful and safe experience this summer.

Sincerely,

Rick Gorab - President/CEO

The Metropolitan YMCA of the Oranges
304 S. Livingston Avenue, Livingston, NJ
P 973 758 9622 F 973 535 1478 www.metroymcas.org



Code of Conduct for All Staff and Volunteers

Employee Conduct with Children and Youth

A foundational commitment of the Y is to provide a healthy atmosphere for the growth and development of children. Families entrust their children to the Y's care, and our promise to these families is that we will provide a safe environment in which all participants are treated in a caring, honest, respectful and responsible manner. This includes all dealings with the community, inside and outside of the workplace (both on and off duty).

- At no time during a Y program may an employee be alone with a single child where he or she cannot be observed by others. Employees should position themselves in such a way that other employees can see them.
- Employees shall never leave a child unsupervised.
- Restroom supervision: Children who are participating in Y programs are not to be sent to bathrooms without a Y employee present. (The buddy system or three children together is not acceptable). Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection of staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other offsite locations.
- Employees should conduct or supervise private activities in pairs; e.g. diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
- Employees shall not abuse or mistreat children in any way, including
 - physical abuse: striking, spanking, shaking, slapping, etc.;
 - verbal abuse: humiliating, degrading, threatening, etc.;
 - sexual abuse: touching or speaking inappropriately;
 - mental abuse: shaming, withholding kindness, being cruel, etc. and
 - neglect: withholding food, water, or basic care.
- No type of child abuse will be tolerated. Any abuse by an employee will result in disciplinary action, up to and including termination of employment.
- Employees must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Employees will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
- Employees will conduct a visual health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening manner. Any questionable marks or responses are to be documented.

Code of Conduct for All Staff and Volunteers

- Employees will respond to children with respect and consideration and treat all children equally, regardless of gender, race, religion, culture, disability, or economic level of the family.
- Employees will respect children's rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say "no". Other than diapering, children are not to be touched on areas that would be covered by a bathing suit.
- Employees will refrain from intimate displays of affection toward others in the presence of children, parents, and other employees.
- Employees will not transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
- Employees are role models to children and therefore must appear clean, neat and appropriately attired.
- Being under the influence of alcohol or drugs, as well as smoking or the use of tobacco in the presence of children or parents, during working hours is prohibited.
- Using Y computers/devices to access pornographic sites, send emails with sexual overtones or otherwise inappropriate messages, or development of online relationships is not allowed.
- Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other employees is prohibited.
- Outside the Y, Employees may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Employees will not initiate contact with or respond to contact initiated by a program participant outside of approved Y activities. Employees will not accept supervisory responsibility for participating children outside of Y approved activities. Any exceptions require written explanation before the fact submitted to the Executive Director and are subject to prior approval from the Human Resources Department.
- Employees must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
- Employees are expected to be positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy and tact. Employees will act in a caring, honest, respectful and responsible manner consistent with the mission of the Y.
- Employees may not single out children for favored attention and may not give gifts to youth or their parents. Gifts around celebrations and holidays are to be shared with all participants.
- Employees may not date program participants who are under the age of 18.

Code of Conduct for All Staff and Volunteers

- Under no circumstances should employees release children to anyone other than the authorized parent, guardian, or other adult authorized (on file with The Y) by the parent/guardian.
- Employees, who have access to confidential information during the course of work, have an obligation not to disclose that information to other employees, members or persons, within or outside the Y.
- Employees are to report to their supervisor or next level of supervision anyone who violates any of these rules.
- Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.
- Staff members are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.



Sussex County YMCA STATEMENT OF DISCIPLINE and EXPULSION

Discipline at the **Sussex County YMCA** is handled with much care and thought. The goal of our discipline is to correct a situation in a positive manner and separate the action from the child. Our philosophy is that no child is ever a “bad child”, but perhaps he/she did not, at a given moment, make very good choices for his or her actions or behavior.

We use two methods of discipline with our children. First, we try to redirect the child by focusing their attention to an appropriate activity. Second, we use positive reinforcement with all children. If we need to become more firm, we may take the child aside and speak quietly but firmly with them, trying to explain that their actions are not appropriate and suggest another way in which they could make a better choice in this particular situation.

If there is an ongoing problem with a child, the lead staff member may discuss the problem with the parent(s). Usually, this helps the child’s behavior because he/she will be receiving positive reinforcement with the problem at home as well as at the program. If a serious situation occurs, such as your child seriously injuring another child purposefully and depending on the circumstances and seriousness of the situation, the child may be suspended for a specific period of time. A conference with the Director may be necessary to create an action plan for improved behavior in our programs.

Striking/Hitting, Leaving the Facility Without Permission, Sexual Content, Stealing, Threatening, Excessive Swearing, Non-Payment, Continuous Late Pick-ups, Bullying (including verbal and physical abuse), Parental Harassment of staff or someone else’s child, Continuous Disruption of the Program, and Repeated Serious Episodes of Inappropriate Behavior are actions contrary to proper YMCA behavior goals and will be looked upon as cause for termination with no refunds of program fees. This will be communicated to you, in writing, with sufficient time for you to make alternative child care arrangements.

As per the Metro YMCA of the Oranges Staff Code of Conduct, staff shall not abuse or neglect the children in our care. A child will never be deprived of food, struck, name called, threatened, or ridiculed. No child will be isolated or left unsupervised at any time.

The staff at the Sussex County YMCA gives each child love and acceptance that is unconditional as well as guidance to learn and grow in a happy and positive way. The Y reserves the right to dismiss a child from camp whose special needs we are not able to meet or whose conduct is not in the best interest of the total camp.

2024 Summer Y Camp Themes & Wacky Wednesdays

2024 Junior Y & Kids Y Camp Themes

DATE	CAMP THEME	WACKY WEDNESDAY
Week 1 (June 17-21)	Hello Summer!	Tropical Shirt Day
Week 2 (June 24-28)	Party in the USA	Red, White, Blue, & You
Week 3 (July 1-5) No camp July 4	Community Heroes	Disney/Marvel Day
Week 4 (July 8-12)	Full STEAM Ahead	Tie Dye Day
Week 5 (July 15-19)	Wet, Wild, & Wacky	Crazy Hat & Crazy Socks Day
Week 6 (July 22-26)	Camp for a Cause	Pod Pride
Week 7 (July 29-August 2)	Olympic Games	Wide World of Sports - favorite sport, team, etc.
Week 8 (August 5-9)	Under The Sea	Nautical Day - sailors, pirates, mermaids, sea creatures, etc.
Week 9 (August 12-16)	How The West Was Fun!	Wild Wild West
Week 10 (August 19-23)	Camp Rewind	Best of the best – dress a little like each Wacky Wed.

2024 Sports Camp Themes

DATE	SPORT	WACKY WEDNESDAY
Week 1 (June 17-21)	Multi-Sport	Tropical Shirt Day
Week 2 (June 24-28)	Basketball	Red, White, Blue, & You
Week 3 (July 1-5) No camp July 4	Racket Sports (Tennis, Pickleball, Ping Pong, Badminton)	Disney/Marvel Day
Week 4 (July 8-12)	Soccer	Tie Dye Day
Week 5 (July 15-19)	Multi-Sport	Crazy Hat & Crazy Socks Day
Week 6 (July 22-26)	Flag Football	Pod Pride
Week 7 (July 29-August 2)	Olympic Games	Wide World of Sports - favorite sport, team, etc.
Week 8 (August 5-9)	Basketball	Nautical Day - sailors, pirates, mermaids, sea creatures, etc.
Week 9 (August 12-16)	Soccer	Wild Wild West
Week 10 (August 19-23)	Multi-Sport	Best of the best – dress a little like each Wacky Wed.

Sports Camp Information

We offer an atmosphere of fun and fitness for young and maturing athletes to learn to love the game and grow in confidence through skill development, small sided games, and teambuilding activities. Children will be grouped according to age. Daily activities include skill development, small sided games, and teambuilding activities. Full day campers will have free swim on Monday, Wednesday, and Friday afternoons.

Basketball: Entering Grades 3 - 7 (Weeks 2 & 8) The focus of this camp is to improve your child's technique through a series of fun basketball challenges and drills. Skills covered during the week include: dribbling, passing, shooting, movement on and off the ball, offense and defense principals, and small sided game play.

Racket Sports: Entering Grades 3 - 7 (Week 3) Your child will receive coaching and instruction in the development of racket sports, such as tennis, pickleball, badminton, etc. skills. This is a fun and engaging program to teach beginning and progressive racket sports skills including: hand-eye coordination, strokes, serving, rules, scoring, strategy, and match play.

Soccer: Entering Grades 3 - 7 (Weeks 4 & 9) Technical development is emphasized in the following areas: ball control, passing & receiving, offense and defense principals, tactical decisions, vision on and off the ball, and small sided game play.

Multi-Sport: Entering Grades 3 - 7 (Weeks 1, 5, & 10) Campers learn multiple sports, gain self-confidence and acquire a love of sports to match their talents and interests. The focus is on developing technique and skills within each sport and gain a better understanding of game play and strategy.

Olympic Games: Entering Grades 3-7 (Week 7) In celebration of the 2024 Summer Olympics, campers will compete in a variety of Olympic events including archery, swimming, track & field, and more!

Flag Football: Entering Grades 3-7 (Week 6) Flag football is a fun and safe alternative to learning the game of football. Our youth flag football camp is designed to introduce young athletes to the sport of football and develop their individual skills as well as team skills.

Campers signed up for Summer Y Sports Camp should bring the following:

- Lunch
- Snacks
- Water bottle
- Sunscreen
- Hat
- Athletic shoes
- Sports specific safety equipment (i.e. tennis racket, cleats, sneakers, shin guards, etc.)
- Bathing suit and towel (for full day campers only)