



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **West Essex YMCA Super Summer Day Camp**

### **PARENT HANDBOOK & INFORMATION GUIDE**

#### **YMCA Day Camp Program Objectives**

The purpose of YMCA day camp, as with any YMCA program, is to help participants grow spiritually, mentally and physically. By incorporating trips and special events, and by providing challenging activities in both small- and large- group settings under the guidance of caring, well-trained staff members, YMCA day camps give children an experience to last a lifetime. Our goals are to help children learn:

- Leadership
- Teamwork
- Stewardship to Nature
- Confidence
- Open-mindedness
- Social ability
- Competence & efficiency
- Friendship
- Camp Family

Super Summer Day Camp also promotes the YMCA of the USA's four character development values of caring, honesty, respect and responsibility.

#### **ACCREDITATION:**

Super Summer Day Camp is accredited by the American Camping Association (ACA). As such we pledge to uphold the highest standards of safety, programming and facility requirements.

#### **CAMP SITE**

Super Summer Day Camp takes place at Livingston High School located at 30 Robert Harp Dr in Livingston. The school offers a wide variety of indoor & outdoor facilities, including an air conditioned cafeteria and gymnasium & outdoor playing fields. Make sure you park in the lot on **Madonna Drive** and enter through **Door 12**. There's a large "Home of the Lancers" sign above the door.

#### **STAFF**

The key to any successful camp is its staff. Our staff is carefully selected based on maturity, education, experience, motivation and understanding of child development and program skills. All staff completes comprehensive pre-camp training covering such topics as child abuse prevention, positive child behavior management, safety and risk prevention, camp procedures and first aid.

We follow ACA staff-to-camper ratios of 1:6 for 5 year olds, 1:8 for 6 – 8 year olds and 1:10 for 9 years and over.

## **Super Summer Day Camp Program**

**HOURS:** The mainframe of the camp runs from 9:00am to 5:00pm. Early drop off is available from 7:00am and extended care is available until 6:30pm at no additional cost.

**CAMPER DROP OFF (AM):** Please sign your child in each day between 7:00am – 9:00am at Livingston High School (**Door 12 on Madonna Dr**). Please park in the lot and use the crosswalk to escort your child into the building. Check the Parent Info Table daily for any updates.

**CAMPER PICK UP (PM):** If your child is a Livingston town resident and swims at the town pool, pick up at the town pool before 6:30pm. All other campers should be picked up at the Welcome Center at the West Essex YMCA before 6:30pm.

***All parents must sign the Sign-Out sheet with the time when their child is leaving camp for the day.***

Please note: If anyone other than a parent is picking up your child, we require a signed note from the parent before we can release him/her. Please be sure to provide the name & phone number of the pick up person. We will ask unfamiliar people for ID before we release your child. If your child needs to be excused from camp early, please inform the Camp Director no later than the morning of that day.

**LATE PICK UPS:** If you are going to be late, please arrange for someone else who has your authorization, to pick up your child. Call the YMCA, if your child is a Y pool swimmer **(973) 992-7500** or the **camp cell (973) 885-3073**, if your child is a Town Pool swimmer – to inform the staff of the situation. The camp staff will stay with your child until he/she is picked up, however, there is a \$15 late fee charge for every 15 minutes or part there of if you arrive after 6:30pm that must be paid before your child returns to camp. Excessive late Pick-Ups, will result in expulsion from our camp without a refund.

### **PERMISSION TO WALK**

If a parent feels their child is mature enough to walk home unsupervised from camp, then written permission is required and must be turned in to the Camp Director or YMCA office prior to the first time the camper is to walk home alone. Please see the website for the form to complete.

**ACTIVITIES:** As an American Camping Association accredited camp, safety is the primary concern as we actively engage children in a wide variety of fun, rewarding & challenging experiences. Developmentally appropriate activities include swimming, sports, games, music, drama and arts & crafts projects. Weekly field trips are also offered to add variety and enhance our program. Prior to the start of each session you will receive a general schedule of activities including theme days and special events. Please ensure that we have your email address and can keep you posted with updates to the schedule and reminders.

Super Summer Day Camp will have three types of camp activity groupings:

- **Camper Group** (by grade) – activities in which the camper group engages with their peer group. Games, sports and arts and crafts are examples of camper group activities.
- **All Camp** – activities which develop a sense of camp unity and pride, as well as a chance for individuals and groups to display their talents. Carnivals, Camp Olympics and Talent Show are examples of all camp activities.
- **Club Time** – Campers choose activities based on their own interests. Program offerings may vary from session to session based on the talents of the counselors, but could include lanyards, art, sports etc.

Many of the camper group activities will be led by activity specialists. The specialists will guide the campers, with the assistance of their counselors, through a variety of activities in the specialist area. Specialist activities this summer include cooking, science, music/dance and sports.

**SWIMMING:** Recreational swimming and instructional swimming (Y pool only) is offered at Super Summer Day Camp.

YMCA Pool: The Camp Aquatics Coordinator supervises instructional swim twice per week for grades K-3. Our philosophy is for children to learn to enjoy the water, learn basic safety and to work toward swimming proficiency at his/her own level. Water playtime is also included. 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.

Town Pool Users: If your child is a Livingston resident and will be using the Livingston Town Pool, they must bring their badge and a white t-shirt to be worn in the pool each day (to identify our children and to protect him/her from the sun). Please place all items in a waterproof backpack with your child's name on it. Please note: In order for children to be allowed to swim in the deep end of the Town Pool, parents must sign a permission slip. Town Pool campers will remain at the Livingston High School in case of inclement weather.

The following **pool rules** must be observed at all times. Please review these rules with your child:

1. All campers must stay with their assigned group and counselors in the designated area at all times.
2. All campers must inform his/her counselors if it is necessary to leave the pool area, i.e. bathroom, snack area, forgot something.
3. All campers must sit on the side of the pool when the announcement is made for "Buddy Check."
4. All campers swimming at the Town Pool must wear a white t-shirt.
5. All campers must stay with their counselors when they are not in the pool.
6. All non-swimmers will be escorted to an outdoor play area and must remain with that group.
7. All campers must swim in the four-foot swim area unless the child passes a swim test first administered by a certified lifeguard and a signed note from the parent is given to the Head Counselor at the Town Pool.
8. In case of inclement weather at the Town Pool, children will be asked to get dressed as soon as possible and will be escorted back to the Livingston H.S.

**RAINY DAYS:** In case of thunderstorms, there will be no swimming at either pool. Indoor activities will be planned. Children who swim at the Town Pool will be at the Livingston High School for parent pick up. Please check your email. We will advise you of any changes in pick-up location. Y Pool children will be in the Y gym for parent pick up.

**FIELD TRIPS:** All campers will participate in age appropriate scheduled field trips. ***Campers must wear their YMCA camp shirts on all trips.*** The STA Jordan Transport Bus Company provides transportation for our trips. All campers are required to wear seat belts on the bus rides. Please note that due to outside circumstances, buses may run late on trip days. You may call the Y office to see if a delay has been reported.

## **BUS RULES**

All counselors are to ride the buses with the campers to maintain safety and order at all times. Campers are to remain seated with their seatbelts on when the vehicle is in motion. Attendance is taken as the children board the bus, before and after every trip. The bus will not move until all campers are accounted for and seated with their seatbelts on.

The **bus safety rules** must be observed at all times. We follow staff to camper ratios of 1:6 for 5 year olds, 1:8 for 6-8 year olds and 1:10 for 9 years old and older. Please review these rules with your child and the importance of following the bus counselor's directions at all times:

1. Remain seated when the bus is in motion.
2. Your seat belt must be on and buckled.
3. Head and hands must remain inside the bus.
4. Food may not be eaten on the bus.
5. No drinks on the bus.
6. Keep your hands to yourself and don't bother others.
7. Be respectful to the other campers and counselors sitting around you.
8. Remember to take all of your belongings when leaving the bus.
9. Clean up any litter left on the bus.
10. In the event of an emergency, follow your counselor's instructions.

## **Clothing and Possessions**

Campers will be active throughout the day. Please dress campers for active play and potential weather changes. Please keep in mind the following:

- **CLOTHES CHANGING:** Camp routine includes changing clothes for swimming, so it is important that your child be dressed in clothing that he/she can easily change in and out of.
- **SNEAKERS are a must.** Bare feet, Sandals, Heelies, flip flops and Crocs are not allowed in camp.
- **Clearly label** with your child's full name ALL clothing, towels and possessions that your child brings to camp. A Lost & Found table will be at the site. Anything not labeled, will be discarded at the end of camp.
- **CAMP T-SHIRT: On trip days campers are required to wear their YMCA camp T-shirt. Campers will receive their Camp T-shirt at camp on their first trip day.** The first shirt cost is included in the camp fee. Additional shirts (if available), can be purchased at the YMCA office for \$10.00.

- **VALUABLES:** Please do not send your camper with valuables like: Pokemon or similar cards, cell phones, Jewelry, Game Boys/DSS, iPads, toys, etc. Do not send money to camp. The exception would be on trip days when a small amount of money for souvenirs would be acceptable. West Essex YMCA will not be held responsible for lost, stolen or damaged articles.

**WHAT TO BRING:** Campers need to bring daily labeled with their **name & grade:**

- Waterproof tote bag or backpack
- Swim suit (To speed up the changing process we recommend all campers wear their bathing suit under their camp clothes when they come to camp in the morning).
- Plastic bag (for wet suit)
- Towel
- Hat
- Lunch – you may purchase through Simply Gourmet or pack
- Sunscreen lotion
- Plastic water bottles – separate from their lunch drink.
- Younger children may require a change of clothing (in case of an accident)

**Please do not buy new camp clothes, sneakers, backpacks, etc. Items do get lost and dirty! All articles of clothing, towels, sneakers, back backs and bathing suits, should be labeled with your child’s name & grade.**

**LUNCH:** Please pack your child’s lunch and snack in a bag labeled with their name and grade (as of September 2018). No refrigeration or microwaves are available at camp. For field trip days, pack only non perishable foods and drink in a labeled disposable bag. Friday is Pizza Day, provided by the YMCA at no extra charge to parents. Please provide a labeled drink on Pizza Day. For your convenience you may purchase lunch from “Simply Gourmet” [www.simplygourmetlunches.com](http://www.simplygourmetlunches.com) for non-scheduled trip days.

Snacks: Parents may provide a light morning snack. Afternoon snacks will be provided at no additional cost each day and may be frozen yogurt or snacks the children make in cooking class. Please advise the staff if there are any food restrictions for your child. You may send in a snack of your own if you wish.

## **Health Policy**

**ABSENCE:** If you are keeping your child at home for any reason, be sure to notify the YMCA camp cell phone at **973-885-3073** (leave a message on the voice mail if no one answers). If the child has not been called in absent by their parent, the parent will be contacted to see if the child is supposed to be in camp or not.

**Please note:** if your child is absent on a particular day that he/she has been scheduled to attend, they cannot be sent as a make-up on another day.

**ILLNESS:** If your child is not feeling well or becomes ill with any of the following, please notify us immediately and keep your child at home: vomiting, fever, diarrhea, unexplained rash, red or runny eyes, earache, sore throat, or chronic cough.

The YMCA will contact you to pick up your child if any of the above symptoms occur at the program or an injury of any type requiring more than a band-aid occurs. Once your child is symptom-free, or has a doctor's note, he/she may return to the Program.

**In case of a contagious disease, please notify us immediately as this is required by the NJ Department of Health.**

**MEDICATION: All of the following procedures are required by the NJ Department of Health.** The adult bringing the child to camp must turn over all medication (prescriptions and over the counter medications) directly to the Camp Director upon arrival. **Campers are not allowed to carry medications on their person or store medications in their backpacks.** The Camp First Aid Supervisor will administer the medication, which will be kept in a Lock Box. Medications must remain in their original containers. Medication will be administered at camp only with **written and signed** parent or doctor authorization and instructions. Please use the ***Authorization to Medicate*** form available on our website.

**HEALTH INFORMATION & MEDICAL RELEASE FORM:** This form must be completely filled out and returned to the YMCA before the start of camp. Emergency phone numbers, doctor's phone numbers and other requested health information must be correct. Please be sure to inform us if there are any changes in this important information during the camp season. Required immunizations must be current and recorded on this form. This is a NJ Department of Health requirement. If for religious reasons you do not have your child immunized, contact the YMCA for a waiver form. Please be sure to provide emergency phone numbers of persons other than a parent/guardian in case we are unable to contact either parent/guardian.

**SUNSCREEN LOTION AND INSECT REPELLENT:** Sunscreen lotion should be applied at home prior to camp. Many sunscreens now have multi-hour potency.

However, if you wish sunscreen to be applied to your child after lunch, include sunscreen in your child's back pack and send a note to their senior counselor requesting application and the time(s) to do it. Since swimming occurs at the end of the day, reapplication then is not usually necessary.

### **Discipline and Expulsion Policy**

At the YMCA, discipline is viewed as a learning experience. Through interaction with caring adults, children acquire interpersonal skills such as the ability to work cooperatively with others and manage conflict situations.

The goal of our Discipline Policy is to correct a situation in a positive manner and separate the action from the child. Our staff encourages positive behavior and seeks to redirect children to other activities before problems occur. When an incident has already occurred, our staff may take the child aside, explaining that their actions are not appropriate and suggest another way in which they could make a better choice in this particular situation. If appropriate, we may have the child take a "time-out". Our policy on the length of time-out is no longer than the child's age (For example: a five-year-old child would sit out for 5 minutes). During this period, the child will be removed from the group and remain under the supervision of staff. At the end of the time-out, our staff will discuss with the child how he/she could have made better choices and allow them to rejoin activities.

The YMCA defines the following as behavior problems:

1. Behavior on the part of the child that interferes with the safety and well being of himself/herself, or any other person.
2. Verbal disrespect of YMCA Camp Staff, Counselors or other children.
3. Lack of respect for camp property and/or the property of others.
4. Abusive language or gestures.
5. Parental interference or behavior which defies the YMCA policies, goals and objectives inclusive of, but not limited to:
  - Appropriate notification of schedule changes;
  - Lack of responsive communication;
  - Unavailability;
  - Lack of appropriate emergency contacts;
  - Not providing the YMCA with pertinent information, i.e. change of workplace, address, phone numbers, etc.

Behavior and disciplinary problems will be handled in one of the following manners dependent upon the infraction:

1. Verbal warning from the Counselor.
2. Verbal warning from the Counselor with verbal communication from the Camp Director.
3. Verbal Communication from the Camp Director regarding suspension of trips.
4. Suspension or termination from Super Summer Day Camp without refund.
5. The YMCA has a zero tolerance policy on violence of any kind. Extreme or violent behaviors by parent or child can and will warrant immediate suspension or expulsion without refund.



As per the Metro YMCA of the Oranges Staff Code of Conduct, 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.

## **Camp Rules**

### **PLEASE REVIEW THESE RULES WITH YOUR CHILD PRIOR TO CAMP**

1. All campers must demonstrate respect, caring and honesty to other campers and staff and treat them as they would want to be treated. If campers are having trouble with another camper and are unable to resolve the problem between them, then they should seek help from their counselor.
2. All campers must inform their counselor of their whereabouts at all times. This includes bathroom trips.
3. The "Buddy System" will be in effect. This applies to going to the bathroom, being in the pool, during fire drills, and field trips. The "Buddy System" means you will be assigned a fellow camper in your group and you are to either be with that buddy at all times or, you are to know where your buddy is when not with you.
4. All campers must participate in clean up activities. This includes on the bus, at picnic or lunch sites, public areas used by the camp and other related locations.
5. No cigarettes, alcohol, drugs, weapons (or anything looking like a weapon) are allowed at camp.
6. Campers are Not allowed to bring any pets or sports equipment, unless approved by the Camp Director in advance.
7. Program Eligibility: Trips: Campers are provided with age appropriate trips, i.e. Campers grades 4<sup>th</sup> & up may attend waterparks and participate in Archery. CIT's are eligible for children entering 8<sup>th</sup> & 9<sup>th</sup> grades.

## **Parent Responsibilities**

All applications forms, payments, and membership fees, **must be returned to the YMCA prior to your child's first month in the program or you will forfeit your child's placement and deposit.** Your child will **not** be permitted in the program without completed registration required medical forms in accordance with the American Camp Association and NJ State regulations.

**Changes in Information:** Remember to advise us of any changes in authorized persons, contact phone numbers, & change of addresses.

**Involvement:** We encourage parents to discuss any questions or concerns about the policies or practices of the Camp with us.

## **Important Phone Numbers**

West Essex YMCA 973-992-7500

Fran Egnizzo, Camp Director ext. 114 [fegnezzo@metroymcas.org](mailto:fegnezzo@metroymcas.org)

Ava Collazo, Camp Registrar ext. 103 [acollazo@metroymcas.org](mailto:acollazo@metroymcas.org)

Super Summer Day Camp Cell Phone (during camp season only): **(973) 885-3073**