



YMCA of Frederick County Downtown Day Camp Parent Guide 2019

Thank you for choosing the YMCA of Frederick County to care for your child this summer. We're grateful for the trust you've placed in us.

New! CampSpace - For 2019 Camps at the Downtown Y, New Spire Arts, Camp West Mar & Green Valley - we're connecting with CampSpace - a web-based platform to streamline our registration, health form and parent sign-in/out processes. After registering either online or through our Member Services desk, families will receive a link **via the email address provided** to create an online account and portal for each camper. Through this account, families will be able to finalize camp registration by completing the health waiver and emergency contact information. Families will receive text messages, email updates/alerts, and can view photos from camp with this service.

>Please note successful completion of the camper Health Form and other necessary permission slips is required at least 3 weeks prior to the start of the camp week (Or at time of registration if within the 3 weeks.) Campers are subject to removal from the camp without refund or credit if this is not completed.

Please visit www.playerspace.net/campspace for more information on CampSpace!

Our Mission

The Y is a charitable, non-profit organization dedicated to strengthening our community. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all.

An Overview of What We Offer

Our summer camps provide children (ages 5-17) with supervised activities that teach character values, conflict resolution, and leadership skills. Campers have fun while making new friends, building self-confidence, appreciating teamwork, and developing self-reliance.

Our camp programming varies from week to week. Offerings are diverse and include sports, arts & humanities and specialty options such as Computer Programming, Pinball Wizard, Cooking and Horsemanship.



Our staff prepare for rainy days with back-up plan options that include songs, skits, games, and other indoor activities. Rain never stops the fun at Y summer camp. We have multiple indoor spaces, including a full size gym, racquetball courts, youth center and dance studio, just to name a few.

Camp Contact Information

Ryan Murphy, Youth Development Program Director
301-663-5131 x1280
rmurphy@frederickymca.org

Courtney Grissen, Summer Camp Administrator
301-663-5131
summercamp@frederickymca.org

Hours of Operation

Summer camp runs from Monday, June 24, 2019 through Friday, August 30, 2019. Camp programming runs daily from 9:00am-4:00pm each day (with the exception of Thursday, July 4th - there is no camp this day). Before and After Care is available at no additional cost. Before Care runs from 7:00am-9:00am and After Care from 4:00pm-6:00pm.

Camper Arrival, Departure, Pick Up Process (Before/After Care & Camp)**

****Procedures will be at a different location for New Spire Arts & Green Valley**

Our camp day for Downtown Day Camps will start and end at Staley Park. All campers will be dropped off and picked up at Staley Park Pavilion (11 W 10th St, Frederick, MD 21701 – near the intersection of Motter Avenue and West 10th Street). We use a school-style process where we ask drivers to remain in their cars when dropping off or picking up. Please do not park in front of or enter the Staley Building on 10th Street. We will be utilizing the Kosman Alley alongside Staley Park as the drop off and pick up zone. Please enter the alley from 10th Street, heading north, as it is a narrow alleyway. Follow signage and camp staff direction. We ask for your patience over the first few weeks of camp and on Monday of each week as families familiarize themselves with the process.

Campers will remain in their specific camp locations **until 4:15pm each day**. At 4:15pm, they will begin the transition to After Care at Staley Park. Camper pick up at Staley Park will begin at 4:30pm.

Please always have your ID with you at camp. For the safety of your child, she/he will be released only to those individuals listed on the emergency and/or authorized pick up section of the Health Waiver. Only those adults listed as authorized on the camper's Health Waiver will be able to pick-up a camper.



The Importance of Arriving on Time to Pick Up Your Child

For the health and well-being of your child, please let us know if you are going to be late picking up. To ensure that your child may remain in our care for summer camp, we need parents to be timely in picking up your child from camp. Repeated offenses will result in late fees, suspension, and/or removal from camp. In the event the adult picking up will be late, please notify our front desk staff at the Downtown YMCA, 301-663-5131.

What to Bring to Camp (and what to leave at home)

All campers should bring, daily: a water bottle, comfortable and appropriate clothing for their camp, closed-toe shoes, a swimsuit & clean towel, lunch, and sunscreen. Swim days vary from camp to camp. Water games may take place on alternate days.

Pack your camper's lunch with a drink in a cooler with an ice pack. Food, beverages, and refrigeration are not available so please plan accordingly. Water will be available throughout the camp day - please send a water bottle each day.

Do not send your camper with valuables. Campers will be prohibited from using electronics during camp hours. Campers who violate this policy may have electronics temporarily confiscated by the camp staff. The YMCA is not liable for lost, damaged, or stolen items. Please label all personal items for easier identification.

What to Wear to Camp

Wear comfortable and appropriate clothing that allows for movement, including sneakers. Please no open-toed or open-heeled shoes. Camp-specific requirements will be communicated via our weekly newsletter.

Lost and Found

Please let us know right away when an item is lost. During the summer, items are donated to local charities at the end of each week. Lost and Found bins are located at Staley Park and will be accessible during Before and After Care.

Parent Communication

Parents may visit camp.frederickymca.org for all things camp related, including our weekly Camp Newsletters. **Please see the CampSpace section in the beginning of this Parent Guide**

Parent communication is one way we ensure a successful camp experience. We have several methods of communicating including individual phone calls or emails. We will send out a weekly newsletter to all camp participants through the CampSpace portal. Newsletter contents will include a list of camps operating that particular week, general camp information (what to wear, etc.), Camp Director information, and camp specific information. Weekly Newsletters will be emailed out by the Friday before each camp week.



CampSpace also uses a text message system for occasional weather updates and reminders.

Camp directors may also choose to communicate directly with parents in order to share more details about the upcoming camp week. This is at the discretion of the Camp Director.

General Health Practices

Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending camp with your child. Campers with communicable conditions will be welcomed back in camp with a note from their physician indicating that they are able to return. Campers with head lice will be welcomed back to camp just as soon as they are free of head lice.

Sick Child Policy

The health and safety of our campers is a priority to all of us. If your child becomes ill in our program, we will call you to come and pick up your child. If we send your child home with a fever, they may not return until they have been without a fever for 24 hours. Please keep your child home if he/she has:

- *had a fever in the last 24 hours
- *a cold that is less than two days old
- *a heavy nasal discharge
- *a constant cough
- *re-occurring vomiting or diarrhea
- *a temperature of more than 100
- *symptoms of a communicable disease

Medication Policy

If your child requires medication at camp, including over-the-counter products, we must have a doctor-signed authorization to accept/carry medication. The medication must be prescribed by a doctor and be in the original bottle with your child's name on it. All medications will be kept in a locked box, carried by your child's camp director.

The *Medication Administration Authorization Form* can be obtained in person at the Downtown YMCA or online at camp.frederickymca.org.

The original form MUST accompany the medicine to camp. No medicine will be accepted without it. There are no exceptions!

In the Event of an Accident or Medical Emergency

Your camper's safety is our top priority. In the event your child needs medical attention, you will be contacted immediately. To ensure we always have your current contact information, please update your child's CampSpace portal and



notify us at 301-663-5131 immediately with any change of telephone numbers. If we cannot reach you, the Camp Director has the authority to seek medical attention.

Our Emergency Preparedness Plan

Our camps are licensed under the State of Maryland Department of Health. As a result, we are required to submit an emergency plan for approval. Emergency plans vary greatly depending on camp location. All camp staff have access to our written emergency plans.

Additionally, our staff is trained in basic emergency procedures. Issues regarding weather, fire, natural disasters, and evacuation scenarios are covered in annual staff training. Fire drills are conducted every week for all camps.

Updates to regular camp plans will be communicated via text message alert.

You may also check our Inclement Weather Line **301-696-9622** if storms are in the forecast. We will update this message if Before or After Care is moved inside to the Y Gymnasium or Staley Building.

Field Trips/Special Events

A few of our camps include one or more field trips. Any necessary permission forms from outside organizations must be completed in CampSpace prior to the trip date in order to attend the field trip. Permission forms will be present on the camper's CampSpace account for parents to complete prior to the camp week starting.

We transport the campers using YMCA operated school buses with our professional bus drivers as well as FCPS buses with their drivers. Camp staff are trained in bus and field trip safety.

Camp Behavior Policy

Our staff strives to provide a fun and safe environment for all of our campers. Campers and staff are expected to reflect the YMCA Core Values of Caring, Honesty, Respect and Responsibility at all times.

Objectionable Behavior:

- *Refusing to follow behavior guidelines or camp rules
- *Using profanity, vulgarity, or obscenity
- *Stealing or damaging property (personal or camp property)
- *Refusal to participate in activities or cooperate with staff
- *Disrupting a program
- *Endangering the health and safety of other campers and/or staff
- *Teasing, making fun, or bullying of other campers or staff
- *Fighting of any kind



Progressive Discipline:

- *A camper will be removed from the activity for a brief cool down/time-out
- *If a second removal from activity is required, a call to parents/guardians will be made and a behavior incident report will be filed with camp administration.
- *If the behavior continues past a second removal, a parent conference is required. Additionally, the camper may be suspended from camp.

Cumulative incidents over the course of multiple camp weeks will be taken into consideration when determining discipline.

Major offenses may result in immediate suspension and/or expulsion from the program.

- *Physically harming another person
- *Threatening, harassing, or otherwise verbally abusing another person
- *Endangering him/herself
- *Intentionally destroying property
- *Possessing or using any illegal substance
- *Possessing or using any weapon

It is always the mission of camp leadership to mediate and work through issues with discipline in order to provide a welcoming and inclusive environment for all.

Our camp staff looks forward to providing a positive experience this summer!

We Welcome Your Suggestions

Knowing how important the success of your child's camp experience is with us, we welcome open communication between parents and staff. We welcome your suggestions regarding program expectations, ideas, and comments on how we may improve our service to you and your family.

Each camp week you will receive an email from a third-party provider called Open-Line asking for your feedback about your child's camp experience. In addition, you're welcome to share your suggestions, concerns and complaints with the camp director at any time.