



YMCA of Frederick County Downtown Y Day Camp Parent Handbook 2020

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.

CampSpace - For 2020 Camps at the Downtown Y, Camp West Mar, Arts & Humanities @ Church St & Green Valley @ Urbana Middle - 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 access an online account and portal for each camper. Through this account, families will be able to finalize camp registration by completing the required forms and emergency contact information. Families can receive text messages, email updates/alerts, and view photos from camp with this service.

>Please note successful completion of the camper Medical History, Emergency Contacts/Authorized Pick-ups, Waivers and other necessary permission slips are required at least 3 weeks prior to the start of the camp week (or at time of registration if within the 3 weeks.) Campers may be unable to participate until these forms are fully completed.

Please visit www.playerspace.net/campspace for more information on CampSpace and for help with completing forms please visit:

<https://www.playerspace.net/parent-center?a=emergencycontact>

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, Video Arcade & Pinball, 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 gymnasium, racquetball courts, youth center and dance studio, just to name a few.

Camp Contact Information

Nathan Jones, Director of Camps & West Mar
301-416-0980
nathan.jones@frederickymca.org

Ryan Murphy, Assoc. Director of Camps
301-514-0776
rmurphy@frederickymca.org

Evan Bates, CIT Coordinator
240-549-3314
ebates@frederickymca.org

Josh Henson, Sports Director
301-663-5131 x1274
jhenson@frederickymca.org

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

Derek Line, GYV Camp Coordinator
301-607-6900
dline@frederickymca.org

Hours of Operation

Summer camp runs from Monday, June 22, 2020 through Friday, August 28, 2020. Camp programming runs daily from 9:00am-4:00pm each 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 differ slightly at the Y Arts Center @ Church Street & Green Valley Camps @ Urbana Middle***

Our camp day for Downtown Y 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 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**. For specific camp locations, see the weekly newsletters emailed out the week prior to your child(ren)'s registered week of camp. At 4:15pm daily, campers will begin the transition to After Care at Staley Park. For camper safety, pick-up at Staley Park will begin at 4:30pm.

The After Care schedule is as follows:

4:30pm-4:45pm- Campers line up with their camp and sit on the grass while staff supervise the lines and call the names of campers whose parent/guardian have signed them out.

4:45pm-5:00pm- Individual camps are called to receive snack and then return to their camp line until all campers have finished snack and trash has been collected.

5:00pm-6:00pm- Campers are dismissed to the Staley Park playground for recreation while staff supervise and call the names of campers that have been signed out by a parent/guardian.

On afternoons in which we have inclement weather (thunder/lightning, excessive rain, extreme heat), After Care is held in the Downtown Y gymnasium. The same schedule applies except indoor games are set up to make up for the loss of the playground that afternoon. On these instances, parents will need to park and enter through the front entrance of the Downtown Y building (1000 N. Market St.)

Please always have your ID with you when picking up campers. For the safety of your child, she/he will be released only to those individuals listed as authorized Emergency Contacts. Only those adults listed in the Emergency Contact/Authorized Pick-up section of the child(ren)'s CampSpace form 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: lunch (with the exception of Camp West Mar, where lunch is provided), a water bottle, comfortable and appropriate clothing for their camp, closed-toe shoes, a swimsuit & towel 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 and Before & After Care 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. Any additional 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 **Please see the CampSpace section in the beginning of this Parent Handbook**

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, activities to look forward to, etc.), Camp Leader information, and specific camp location. 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 Leaders 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 Leader.

Inclement Weather

In case of Inclement weather such as thunder/lightning, excessive rain or extreme heat, CampSpace will send a text message and e-mail to the primary phone number and e-mail address on the account to offer updates on the pick-up location. Be sure to subscribe to these notifications.

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 over 100°F in the last 24 hours
- *a cold that is less than two days old
- *a heavy eye or nasal discharge
- *a constant cough
- *re-occurring vomiting or diarrhea
- *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 Leader.

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 number. 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 email and/or 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 self, 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.