

# 2023 Summer Camp Parent Handbook



# Y Summer Academy

## CONTENTS

### I. Youth Development

- A). Youth Development Philosophy
- B). Your YMCA Team
- C). Core Values
- D). Our Staff

### II. Academy Policies & Procedures

- A). The Registration Process
- B). Changes & Cancellations
- C). Billing Schedule
- D). Scholarships & Subsidy
- E). Meals
- F). Health & Safety Measures
- G). Allergies, Medications, and Special Needs
- H). Pick Up & Drop Off

### III. The Scholar Experience

- A). Diversity & Inclusion
- B). Discipline Policy
- C). Culture & Activities
  - 1). Schedule
  - 2). Specials
  - 3). Full-Day Fridays
- D). Scholar Essentials



# Noble County Family YMCA

For decades, The Noble County Family YMCA has been serving families through healthy living programs, youth sports, aquatics, after school, food insecurity prevention programs, summer camp, and we are delighted to now offer a support program for students in summer learning spaces: Y Summer Academy!

Y Summer Academy strives to provide high-level enriching programming, supporting the summer learning experience, and encouraging youth to explore and develop to their greatest potential in spirit, mind, and body. With these priorities in mind, our camp incorporates healthy and safety conscious policies into our practices, procedures and activities to provide your children with the ideal summer experience. We are looking forward to another incredible summer with the youth of Noble County!

## OUR YOUTH DEVELOPMENT PHILOSOPHY:

Our programs will create a space where kids are accepted for who they are, supported and encouraged to explore the world around them.

Youth will be surrounded by positive role models dedicated to creating a safe and fun environment where kids can be free to discover new interests, safely venture outside their comfort zone with support and guidance, and forge lasting friendships.

We are creating pathways and scaffolding for youth to grow more resilient, confident and hope-driven skills that will help them take on the challenges of life beyond their summer experience.

## Your Y Leadership Team

Shea Boschee

CEO

Noble County Family  
YMCA

580.336.4411

shea.boschee

Jennifer Kime

Membership & Healthy  
Living Director

Noble County Family YMCA

580.336.4411

Jennifer.kime  
@noblecoymca.org

Kayla Wedel-Lobsinger

Director of Equity

Noble County Family YMCA

580.336.4411

kayla  
@noblecoymca.org

Tommie Bengs

Aquatics & Youth Sports  
Director

Noble County Family YMCA

580.336.4411

Tommie.bengs  
@noblecoymca.org

Aubrey Gottschalk

Educational Initiatives  
Coordinator

Noble County Family YMCA

580.336.4411

Aubrey.gottschalk  
@noblecoymca.org

# Our Camp's Guiding Values

## Caring

**Caring:** To show concern and compassion for others. Caring means looking for ways to help others, even when it isn't convenient for us.

We will help one another if we fall down, fall behind, or need a friend. We listen to the struggles of one another and work to help each other over-

## Honesty

**Honesty:** To be truthful about our choices and actions, even when it means there may be consequences. Honesty also means to make the same good choices when no one else is around.

We will play by the rules, be truthful when asked questions, and we will not

## Respect

**Respect:** To treat others the way they wish to be treated and understand each person is unique, bringing a different set of gifts, ideas, and boundaries to the table. We must listen to one another to see the needs of others.

We will listen to one another, treat equipment, people, and

## Responsibility

**Responsibility:** To take care of the world and community around us, to understand and work towards the expectations set for us, and to be good stewards of our belongings.

We will stay with our group, take care of our belongings, set a good example for others, and encourage our

### The Character Creed:

I pledge my commitment to the Four Core Values of

**Caring**, **Honesty**, **Respect**, and **Responsibility** and to reflect them in my thoughts, words, and actions to be

# Our Camp Staff

**Staff Training:** All Youth Development staff are required to complete many hours of training before the start of Y Summer Academy. This training prepares them for activating emergency response protocols, handling behavior issues with a solid understanding of positive redirection techniques, group management, etc. All staff are certified in Basic Life Support, Basic First Aid, AED, Hazard Communication, Child Abuse Prevention, and Character Development.

**Staff Expectations:** Our staff understand they play a vital role in creating both safe and exciting experiences for every child in our programs. As such, they are focused on being Positive Role Models while also preventing unnecessary risk. We encourage our staff to engage in all program activities, from group games to the talent show, to demonstrate the safe and appropriate way to have fun while still holding up our core values.

**Staff Fraternization:** While our staff do a wonderful job of engaging with and protecting their scholars, their role is exclusive to The Y. **This means our staff may not babysit for Y Summer Academy families or attend birthday parties., or any gatherings outside of The Y.** We love and appreciate our camp families, however, we maintain these boundaries to ensure a profes-

## Policies & Procedures

### The Registration Process

#### HOW TO REGISTER:

Registration packets may be picked up at the front desk of the YMCA, found on our website's program tab under Y Summer Academy.

You may also call with any questions you may have Monday—Friday, 10:00am—4:00Pm. (580)491-7995

#### AFTER REGISTRATION:

Parents or Guardians will be asked to return completed registration paperwork and a signed copy of the code of conduct. The code of conduct can be found on the last page of the Parent Handbook.

These forms can be emailed to you, available at the front desk of the YMCA, and on our website under the programs tab on the Y Summer Academy page.

Please ensure that you have submitted the following documents within your child's first week:

- 1). Registration Packet
- 2). Signed Code of Conduct
3. Current shot records

Once you have completed the additional paperwork, please

# Changes & Cancellations

Payments are due one week in advance of the week of camp your child will be attending. Changes and cancellations must be made in writing by Monday two weeks prior to your camper attending camp and given to the Camp Director or made at the front desk. Late enrollment—the first day of that session of camp and thereafter—requires an additional \$10 late registration fee.

**Please note that the camp does not offer a refund for injury, illness, or weather.**

We occasionally make exceptions for medical issues with a note from a doctor, however no adjustments in the weekly fee will be made for partially attended weeks. Tuition will not be prorated or re-

BILLING SCHEDULE		
CAMP WEEK	PAYMENT DUE	CAMP BEGINS
Week 1	May 16	May 22
Week 2	May 23	May 29
Week 3	May 30	June 5
Week 4	June 6	June 12
Week 5	June 13	June 19
Week 6	June 20	June 26
Week 7	June 27	July 10
Week 8	July 11	July 17
Week 9	July 18	July 24
Week 9	July 25	July 31
Week 10	August 1	August 7

Payments may be made by phone or in the YMCA branch.

## Scholarship & Subsidy

**Scholarship:** The Noble County YMCA is a non-profit community service organization dedicated to enhancing the spirit, mind and body of all persons through quality programs, services and facilities. We have been listening and responding to our community's most critical social needs for over 40 years. The YMCA welcomes women and men, girls and boys of all ages, races, ethnicities, genders, religions, abilities and financial circumstances. The Y embraces diversity, reflecting the needs and composition of the community we serve; our goal is to foster the care and respect all people need and deserve, regardless of financial barriers.

Our Financial Assistance programs were created to ensure YMCA services are accessible to all members of the community, and that no one is excluded because of inability to pay full membership or program rates. Financial Assistance is available to those who qualify, providing a sliding-scale of program and/or membership rates to create equity in our community.

- Pick up a Financial Assistance packet at The Y.
- Complete the application and return it to the membership services desk at the Y, providing a copy of your most recent tax statement (a W-2 or 1040) for your household .
- If you need additional options for showing household income, please ask our membership staff for additional options.

*\*please be advised that your application may take up to 10 business days to process\**

# Meals at Camp

Through partnerships with fellow community-focused organizations, nutritious lunch and snack will be provided to all campers at no cost (breakfast is not provided). Meal menus are set by our partners and are posted weekly in the check-in/check-out area. If your child has specific allergies or preferences, please contact our camp leadership to discuss accommodations.

Designated meal times for meals are built into each group's daily schedule. Meals are never more than 4 hours apart, though meal times may vary from group to group based on their daily activities. Our dedicated meal times bring campers and counselors together, where fun conversations are had and friendships grow. Meal-time talk is important for team-building and trust! Bare in mind, if your child has any food or severe allergies, our camp staff

## Lunch

11:00a – 12:00p

## Snack

3:00p

# Health & Safety Measures

The Noble County Family YMCA has carefully considered how the coronavirus pandemic could affect the well-being of campers, families, staff and the community. Our desire, as always, is to positively impact youth and families in spirit, mind, and body. While the pandemic has impacted how people gather, we at The Y are committed to our camp community and ensuring that every child has an unforgettable summer.

Though camp may look a little different, protecting your camper's health and safety to the best of our abilities is always our priority. The measures outlined below are to that purpose exactly: prioritizing each camper's health and safety while providing memorable experiences, strong positive role models, and a foundation from which they can grow to their fullest potential. Should you have any questions or concerns about how we are incorporating COVID-conscious measures into camp, please contact our camp team.

**Camp Groups & Interaction:** Following state and local health department guidelines, camper groups will maintain sizes of 10 people or fewer. At most, groups will consist of 1 counselor to 9 campers. These groups will function independently of others to minimize the potential risk of exposure. Groups will rotate through the same exciting program areas, joining other groups for activities if the activity allows for the groups to remain socially distanced.

**Social Distancing & PPE:** The combination of social distancing and the use of personal protective equipment like masks dramatically reduces the risk of infection with communicable diseases. For this purpose, staff will set expectations with campers to maintain 6 feet of distance with others. Staff will wear masks while on duty in alignment with the Noble County Health Department. Hand sanitizer and regular hand-washing breaks will be provided to create a healthy camp environment.

**Cleaning Procedures:** All equipment, supplies, and surfaces utilized during camp will be sanitized between uses, employing cleaning products rated to eliminate COVID-19 and other communicable diseases. Programming this summer will limit the amount of hands-on and shared equipment. Thorough and rigorous cleaning procedures will also occur each day after camp has closed for the day.

# Health & Safety Measures Continued

Our commitment is to protect the camp community, and this requires communication, partnership, and patience. We appreciate our camp families understanding and cooperating in this keeping our camp community safe.

## Fever, Isolation, and Re-admittance:

If your camper or someone in your household is running a fever of 100.4°F or higher, they will not be admitted to camp.

If your camper begins to run a fever or vomit at camp, they will be isolated from the group and you will be contacted to pick them up.

All illnesses at camp will follow the same guidelines: campers and staff may not return to camp until they have a doctor's note showing clean bill of health, including but not limited to a negative COVID-19 test and 72-hours post negative test of being symptom free. Documentation must be provided to the Camp Director to be kept on file.

Thank you for helping us maintain a healthy and safe summer camp environment!

## **Allergies, Medications, and Special Accommodations**

### Allergies:

All allergies should be noted on your child's registration paperwork. Please feel free to also discuss any particular concerns regarding allergies with camp leadership to ensure your camper's best experience. It should be noted that as a day camp, campers do spend at least fifty percent of their day enjoying the outdoors. At camp, we have a strict no food sharing rule for the campers so as not to expose anyone to their allergens unknowingly; we also extend this to ask meals or snacks not to be brought from home.

### Medications:

All medications (over-the-counter, prescription, epi-pens, inhalers, cough drops, etc.) must be checked into the office with a completed medical release form.

**NO MEDICATIONS WILL BE ALLOWED IN YOUR CAMPER'S LUNCHBOX OR BACKPACK.**

All prescribed medications must be in the original container with label identifying the prescribing physician, medication name, dosage, and frequency of administration.

### Special Accommodations:

Campers with emotional or physical needs should be brought to the attention of the Camp Director prior to the start of camp. The more fully informed we are, the better we can work towards your camper's success at camp.

## Dropping Off & Picking Up Your Camper

Safety of your child is our ultimate priority; therefore, campers must be signed in and out every day, including your initials and the time of day.

Drop-Off & Pick-Up will occur on the West side of the Annex Building off of 7th Street, for immediate access to our camp-exclusive entrance. Our camp staff will assist parents at the Annex entrance to check campers in and out. Staff will walk campers in and assist them in getting settled in the program area.

- Photo ID is required for any person picking up a camper
- All those listed to pick up the child must be 18 years of age or older
- All guardians must meet staff to sign in/out before the camper will be accepted/released—this is a state law
- No child in our care will be released to persons not listed on the authorized pick up list without parental authorization
- In case of an emergency or any changes, please contact the director to make arrangements for other individuals to pick up your camper
- If a person picking up a child displays signs of being impaired or in some way unable to provide safe transportation for the child, the director will make arrangements for alternative transportation with another person listed on the child's approved list

Camp opens at 7:30 am and closes at 6:00 pm. All campers must be picked up by 6:00 pm.

Because camp utilizes the full property, if you are planning on picking up before 3:30 pm, please call the YMCA main desk phone at least 45 minutes ahead of the intended pick up time.

Noble County Family YMCA: 580.336.4411

### Additional Notes for Drop Off

#### Self – Health Monitoring:

It is our highest priority to maintain a safe and healthy camp atmosphere. Please keep in mind that campers who are sick, running a fever, or who have vomited in the last 24 hours are not ready to re-enter the camp environment. Please take into account your camper's health before drop-off each day.

**PLEASE ALLOW YOURSELF AMPLE TIME FOR DROP-OFF AND PICK-UP**

# The Camper Experience

## **Diversity & Inclusion at Camp:**

We strive to create an atmosphere where every camper is accepted for who they are and is welcomed into a safe community that allows everyone self-expression. Our programs are about learning life skills, developing character, and building friendships. Few environments are as special as camp, where kids are taken into the fold of a community as they explore their independence while learning how to be a community contributor outside of camp. Our belief is that by creating a camp environment that protects and embraces diversity, we are building a generation to go out in the world and do good.

The Y is made up of people of all ages and from every walk of life, working side-by-side to strengthen communities. Together, we work to ensure that everyone, regardless of any factors, has the opportunity to reach their full potential with dignity. Our core values are Car-

## **Discipline & Positive Redirection**

At camp, we believe every child has the opportunity to grow to their fullest potential. We also understand that mistakes and accidents are a natural part of learning and growth, one must learn from past choices to better inform what a positive choice would be. Our role is to guide campers towards making positive choices and help campers understand how poor choices can affect their camp community and themselves. It all comes back to our Four Core Values and reflection.

The philosophy of our program is based on character development principles of Respect, Responsibility, Honesty, and Caring. It is expected that our staff gives respect and courtesies to each participant, as we expect the same in return. Camp rules are designed to enhance the happiness and safety of all campers. Children who do not demonstrate appropriate behavior in the judgment of the directors will be sent home from

# Camp Culture & Activities

Camp involves hours of unique programming. From group games, performing arts, literacy, environmental education, arts & crafts and movement to nutrition, safety around water, target sports, character counts and all camp; your camper is guaranteed to come home messy and tired, but excited to tell you about all the crazy things they did that day at camp.

Because we are dedicated to creating a camp experience like no other, we encourage campers to fully participate in all aspects of camp. Campers are given alternatives if they wish to not join in,

## Camp Schedule

Every camper's group will have a set schedule for the week that ensures every kiddo gets the opportunity to experience as much at camp as possible. Though weather and other circumstances may cause us to move certain activities around, below is a good example of what an average week of camp might look

BASIC DAILY GROUP SCHEDULE	
7:00–8:00	Arrival & Free Choice Centers
8:00–8:30	Breakfast & Morning Reflection
8:30–9:00	Opening Ceremonies
9:00–9:50	Rotation 1
10:00–10:50	Rotation 2
11:00–11:50	Rotation 3
12:00–12:30	Lunch
12:30–1:20	Rotation 4
1:30–2:20	Rotation 5
2:30–3:20	Rotation 6
3:30–4:00	Closing Ceremonies
4:00–4:30	Snack
4:30–4:45	Clean Up & Find Your Things
4:45–6:00	Dismissal & free choice centers

ROTATIONS	
Field Games	ALL CAMP
Movement	Performing Arts
Arts & Crafts	Swimming
STEAM	Target Sports
Performing Arts	
Environmental Education	
Literacy	Safety Around Water

## Challenge by Choice

Every camper should have the opportunity to grow to their fullest potential, be accepted for who they are, and be supported in taking measured risks and step out of their comfort zone. Camp empowers kids to determine for themselves what they are comfortable trying. The Challenge by Choice philosophy guides us in evaluating three levels of comfort going into a task or activity: the comfort zone, the stretch zone, and the panic zone. Growth comes from individuals stepping into their stretch zones when they feel prepared to make that choice.

Camp staff scaffold youth to be brave and bold, stepping into their stretch zone when they are ready. Every camper's comfort, stretch, and panic zones are different. The best camp experience comes from full participation in camp activities, but we believe kids should be supported to decide how they wish to fully participate. Your camper may take time to warm up to group sports or the swim test, but they can support their team, help keep track of their

## Swimming at Camp

Campers will have the opportunity to swim every day at camp, weather permitting. Campers must bring a swimsuit and towel and must pass the swim test to swim without a lifejacket. Swim tests are offered on Mondays. Please remind your camper to keep their swim test band on all week!

Life jackets are readily available to any camper who would feel more comfortable in wearing one. Lifeguards are present at all times during the swim rotation and may determine whether any given situation or behavior is safe for campers.

Counselors may swim with campers or will patrol the pool deck to better monitor safety in the water and engage with the campers.

## CAMPER ESSENTIALS

### What to bring to camp:

- Backpack
- Refillable water bottle
- Breakfast, lunch, and/or snack
- Closed-toe shoes
- Sunscreen
- Swimsuit
- Towel
- Old clothes they can get dirty in

### What not to bring to camp:

- Cell phones
- Tablets or hand-held games
- Toys
- Trading cards (Pokémon, Yu-Gi-Oh, baseball, etc)
- Matches or lighters
- Fireworks
- Vaping devices, cigarettes, etc.

Questions, comments or concerns? Feel free to reach out to our camp team!

# NOBLE COUNTY FAMILY YMCA CODE OF CONDUCT

Positive discipline and guidance are critical and necessary developmental aspects of a child's life and the application of both is an ongoing process. YMCA staff strives to create an environment for children and staff to have positive experiences from which they can grow to their fullest potential; because of that, our discipline philosophy at the YMCA employs positive reinforcement and social-emotional practices to help your child grow.

The Noble County Family YMCA has developed the following policy in regard to child behavior and discipline:

The YMCA may immediately suspend a child for engaging in any verbal, physical, or psychological bullying or confrontation during the program. Our goal is that each child has the opportunity to feel safe and grow in Spirit, Mind, and Body; establishing an environment of respect and tolerance is paramount to this purpose. We reserve the right to suspend or expel any child without prior notice to parents if the child is putting themselves or another child or staff in danger. The YMCA may also immediately suspend a child for bringing any type of weapon to the program (pocket knives, guns—toy or real, etc.). Prior notice to parents will not be required.

The Noble County Family YMCA may suspend (upon written notification) a child from the program when the child does not engage in one or more of the following by showing:

- Respect for authority, self, and others
- Fairness, by treating others with courtesy
- Responsibility, by following directions and being prepared for the program
- Caring, by keeping his or her hands, feet, and objects to themselves
- Citizenship, by avoiding disruptive behavior at the YMCA and contributing to the group
- Honesty, by telling the truth

At the time of the first offense (other than those listed in the handbook as requiring immediate suspension), there will be a written warning and notification will be made to the child's guardian. The second offense will result in suspension from at least one scheduled day of the program. The third offense will result in a conference with the director, the parents/guardians, and the child, evaluating the child's placement in our program.

Verbal or physical bullying is not allowed, nor tolerated; if a child bullies other children, he or she may be immediately removed from the program. Parents will be responsible for any and all financial damages. It is at the Camp Director and YMCA Leadership's discretion whether any type of behavior violates the camp culture and will deal with said behavior as they best see fit.

By signing below, I agree that I have received a copy and/or have read The Noble County Family YMCA's Summer Day Camp Handbook:

Guardian Name (Print and Sign):