



YMCA OF GREATER NEW YORK **SUMMER CAMP**



McBURNIE YMCA DAY CAMP @ PS 41
2019 Family Manual



SUMMER FUN @ PS 41!



SUMMER CAMP 2019

Dear Camp Families,

Welcome to the Day Camp program at the McBurney branch of the YMCA of Greater New York. This Family Manual is designed to provide you with useful information about our Day Camp program. It is intended to be a resource for you during the family orientation and for the duration of the Day Camp season.

This guide has been carefully planned to ensure that families receive the information needed to feel comfortable that their child is safe and having a good time while at the Y Camp. Please read this guide so that you will have a complete understanding of our Camp program.

The Y recruits mature and capable staff to work in our programs. We count on each of them to be role models to our Campers and to teach Campers the Y's core values – respect, responsibility, honesty and caring.

The Y is committed to making Day Camp a memorable experience for all; providing your child with a fun, interesting, educational and safe summer. If there is anything that we can do to make your child's summer more enjoyable please do not hesitate to contact our Camp staff.

We are looking forward to a great summer!



Jessica Diaz
Camp Director



OUR VISION

Active, engaged New Yorkers building stronger communities.

OUR MISSION

We're here for all New Yorkers – to empower youth, improve health, and strengthen community.

YOUTH PROGRAM PHILOSOPHY

The Y prepares youth for success in life through programs that build self-esteem and teach important life skills. The YMCA believes that building competence and confidence in youth is accomplished by enhancing literacy, emphasizing service learning, and teaching healthy behavior and positive values.

COMPLIANCE

All YMCA of Greater New York Day Camps are licensed by the New York City Department of Health and Accredited by the American Camping Association. This means that they have passed a very strict set of standards that are geared toward assuring a healthy physical environment, positive staff/ Camper interactions and strong programming.



Emergency Phone Numbers

YMCA Branch

(212-912-2300)

125 W 14 ST, New York, NY 10011

Jessica Diaz

(917-275-4125)

Camp Director/ Unit B Director

Pam Navarro

(646-996-5668)

Unit A Director

Romana Ryals

(917-716-2712)

Unit C Director

Shonnell Griffith

(212-912-2312)

Camp HR/ Billing Coordinator

GENERAL INFORMATION

Camp Location

P.S. 41

116 W 11 ST,
New York, NY 10011

Camp Leadership

Jessica Diaz

Camp Director/ Unit B Director
917-275-4125
DIAZJ@YMCANYC.ORG

Pam Navarro

Unit A Director
646-996-5668
PNAVARRO@YMCANYC.ORG

Romana Ryals

Unit C Director
917-716-2712
RRYALS@YMCANYC.ORG

Shonnell Griffith

HR/ Billing
212-912-2312
SGRIFFITH@YMCANYC.ORG

HOURS OF OPERATION

Camp Hours 9:00 AM - 5:00 PM

Extended AM* 8:00 AM - 9:00 AM

Extended PM* 5:00 PM - 6:00 PM

*Pre-registration required

Camp Objectives

- To provide a positive Camp experience, in a safe and accepting environment, where Campers can learn new skills and have a fun and engaging summer.
- To employ staff who are well trained and serve as positive role models for children.
- To provide Campers with experiences which develop self-confidence, self-esteem & leadership skills through well-planned and enjoyable activities and games.
- To help Campers to develop an appreciation for cultural diversity through exposure to a wide range of children and staff members and through activities which introduce Campers to the uniqueness of various cultural groups.
- To develop an appreciation for our environment by encouraging Campers to take an active role in protecting and conserving it.
- To foster an atmosphere of acceptance and approval of the unique talents of each child and to encourage them to feel free to be creative and expressive.
- To encourage our children to explore new activities by exposing them to new, age-appropriate, challenging, and fun experiences.
- To teach and encourage the importance of fairness, team-work, and cooperation.
- To expose children and staff to the wealth of resources which exist in the City's zoos, parks, aquariums, and museums.
- To provide Campers with a vast knowledge of health, exercise and nutrition.
- To foster continuous learning through recreational reading, Memory Books, Portfolios, and Snapshots (Staff observations).



Session Dates

Session 1	July 1 - July 12	June 8, 2019
Session 2	July 15 - July 26	June 8, 2019
Session 3	July 29 - August 9	June 8, 2019
Session 2	August 12 - August 23	June 8, 2019

Payment Due Date

Credits Policy

If your child cannot attend Camp for a period of time paid, you may submit a request for credit along with documentation to the Camp Director. **Requests submitted after Sunday, June 16 will be invalid.** Please note that the \$250 deposit per child per session is non-refundable.

Credits can be used for Camp or other programs throughout the year. Any credit requests must be submitted to the Camp Director, and will be granted under the discretion of the Youth and Family director. All requests should be made prior to the start of the session.

Emergency Contact Information

The Emergency Contact information must be completed before your child attends Camp. Those listed as emergency contacts should be individuals OTHER than the guardians. It is important that we are provided with this vital information. Also, please note that you must list the persons AUTHORIZED to pick up your child from Day Camp. Every authorized person MUST be at least 16 years of age and MUST have a valid form of ID. Your child will NOT be released to anyone who is NOT listed on this form, unless we receive previous written authorization. Children who are authorized to go home on their own MUST be at least 10 years of age and MUST have authorization signed by their legal guardian. Authorized children will sign themselves out every day during Camp dismissal.



Required Paperwork

Submit your child's complete medical information form. It's a good idea to keep extra copies of the medical form for your records. According to the NYC Department of Health all participants must have a completed medical form on file prior to the start of summer Camp. **If your child does not have complete medical forms along with immunizations he/she may not attend Camp.** During the registration process it is extremely important that families notify the Camp if the child has any medical conditions such as, but not limited to, allergies, asthma, diabetes or other conditions (see First Aid Section for Medication Administration). Additionally, guardians must submit all necessary consent forms including but not limited to: Swim, Trip, Authorized Pick Up, Daily Transportation, Consent to Treat and Permission for Camper with prescription inhaler and/or epi-pen to self-medicate.

ATTENDANCE, ARRIVAL & DEPARTURE PROCEDURES

Attendance

Children are expected to attend Day Camp and all scheduled activities Monday through Friday. Campers who need to be picked up early **MUST** bring in a note and the guardian **MUST** inform the Camp Director in advance. Attendance will be taken daily by the Camp staff.

If you know your child is going to be absent on a certain day, we ask that you tell the Camp Director and provide a written note the day before or call on the day your child is absent. Please call 917-275-4125 or your child's Unit Director and leave a clear message with your child's name and Camp group. You can also email diazj@ymcanyc.org or your child's Unit Director.

In the interest of accounting for our children's safety and location, every attempt will be made to notify the guardian by phone of any absence about which our office has NOT been informed. Please help both your child and the Y staff by letting our Day Camp Office know in advance if your child will not be attending on any given day.

Caregivers/Guardians will not be allowed to drop off or pick up Campers from a trip or outing.

Arrival

Extended AM arrival at 8:00 AM will be in the Cafeteria until 9:00 AM. Please sign your child in on the Sign-In Sheet located group's designated drop-off location and walk your child into the appropriate space. **Regular arrival is at 9:00 AM.**

At 9:30 AM, all scheduled activities will begin.

Please remember to bring your child to Camp on time. If you are late, your child's group may already be out of the building or in the pool depending on their scheduled activities.

Due to scheduling and continuity of the program day we require that all Campers arrive by 9:20 AM. If you have a scheduling conflict (i.e. doctor appointment) please notify the Director at least one day prior.



Dismissal

Regular dismissal is from 4:30 – 5:00 PM and will take place at the group's designated pick-up location. Extended PM dismissal from 5:00 PM – 6:00 PM will take place in the Cafeteria.

Please note that you must list the persons AUTHORIZED to pick up your child from Day Camp. Every authorized person MUST be at least 16 years of age and MUST have a valid form of ID. Your child will NOT be released to anyone who is NOT listed on this form, unless we receive previous written authorization.

Families unable to pick up their camper(s) by 5 PM, (6 PM for those campers enrolled in Extended PM care) will incur a late pick-up fee.

Mini-Trips & Special Events

Campers may participate in mini-trips which are short trips to places of interest, usually fairly close to the Camp location. These places are usually within walking distance. Examples of these places are local playgrounds, parks, museums, events, and libraries.

Breakfast, Lunch & Snack

- All other campers must bring breakfast with them or eat breakfast at home before arriving at Camp. Breakfast will be provided for campers registered for Extended AM hours only.
- Campers have the option to eat free lunch provided by the Department of Education. Menus will be made available to families.
- Lunch is not provided on trip days. Please ensure to send your child with a bagged lunch on trip days
- Campers may also bring a bagged lunch from home if they prefer. Families can pack the lunch in an insulated lunch bag or thermos for hot food. Please note that we do not have the capability to warm up food.
- Families must supply snack. Snack will be given to the children towards the end of the day, before dismissal.
- In the spirit of offering the children healthy meals and snacks we would appreciate that all food sent from home is as healthy as possible.



**THE YMCA IS A
PEANUT-FREE & NUT-
FREE ENVIRONMENT**



Weekly Schedule

Weekly schedules for each age group are provided to families at the beginning of each session. They can be obtained at the Day Camp table in the Cafeteria of PS 41.

Families are encouraged to review the weekly schedule with their child. Weekly activities that are planned and scheduled are age-appropriate, recreational, challenging, and fun. If there are any questions about the activities or events, please speak to the Camp Director.

Our Day Camp travels by public transportation and school buses throughout the summer. The bus company that we will be using is Sunbright Transportations. Procedures and guidelines for traveling on the bus and public transportation will be discussed with the children on the Opening Day and every following Monday. If at any time families would like to review these procedures, please contact the Day Camp Director.

Trip Schedules

Every session, children will participate in scheduled trips. A detailed calendar will be provided to families. Children in Kinder Camp will go on 1 trip per session and will travel via school bus.

Bus Trips: During scheduled field trips, a bus with seat belts is chartered. Proper conduct on trips is expected. The expectations are:

- All children and adults must wear seatbelts.
- Everyone must remain seated during trips.
- Campers shall not open or close windows without permission. They may not extend their hands, arms, heads, or other parts through the bus window.
- No eating or drinking is permitted on the bus.

Train Trips: In some camps, campers travel by subway. The staff are trained on proper safety procedures when traveling by subway. Campers and staff will review the transit map and safety procedures each time they take a trip.

Camper Gear

Each Camper will receive two t-shirts and a Camp bag. At branches with pools, swim caps will be provided on the Camper's first day of swim. Camp T-shirt must be worn every day. Swimmers must have a towel, swimsuit, change of clothing, water shoes, and a plastic bag for wet swim gear. Additional Camp T-shirts may be purchased for \$10.00 per shirt or 3 for \$25.00.

Camper Conduct

It is the goal of the Y to provide a healthy, safe, secure environment for all Camp participants. The Y teaches the core values of honesty, caring, respect, and responsibility. Children who attend Camp are expected to follow the Code of Conduct below and to interact appropriately in a group setting. These expectations will be discussed with the children on their first day of Camp and will be reviewed daily. Please review the expectations below with your child.

The expectations of Day Camp are:

- We are all **RESPONSIBLE** for our actions.
- We **RESPECT** each other and our environment.
- **HONESTY** will be the basis for all relationships and interactions.
- We will **CARE** for ourselves and those around us.
- No use of profanity, offensive language or name-calling will be tolerated.
- No physical aggression, e.g. hitting, kicking, pulling, fighting, spitting, etc.
- Be enthusiastic, thoughtful, open-minded, and involved.
- Treat others as you would like to be treated.
- Listening and paying attention are mandatory for a safe and fun Camp.
- Respect others using Y facilities, e.g.

members & program participants.

- Stay with your group at all times.
- Remain with your buddy during buddy times.
- Stranger danger – do not talk to strangers.
- Tell a counselor if someone is bothering or upsetting you.

• **HAVE FUN!**

Camp Staff

All Camp staff members are carefully screened and selected based on:

- Experience, Skills and Abilities
- Certifications & Education
- Character
- Enthusiasm
- Love of working with children

All Day Camp staff members attend a mandatory and comprehensive pre-Camp training program that covers all NYC Health Dept., American Camp Association and YMCA requirements. Examples of the trainings our staff participate in are: CPR/First Aid, Responding-to-Emergencies (RTE), Risk Management, Dept. of Health Mandates, YMCA Camp Standards and ACA Camp Standards.

Most of our Day Camp staff work for the Y year around in programs such as the Y After-School, Early Childhood, and Teen Programs.

Camp staff are there to serve the children and their families and families are encouraged to share as much information as possible about the child to make the child's time in the Day Camp as pleasant as possible.

Our camp staff monitors the behavior of each child and attempts to work through conflicts and problems as they occur. If a child continuously disrupts the program, then the Unit Leader and Camp Director will call the guardians. If a difficulty cannot be resolved, the Camp reserves the right to suspend a child without reimbursement for a specified period of time. Continued difficulties following the behavior codes may also result in dismissal from the program. The safety of your child, other children and staff will be first priority when determining any suspensions or dismissals.

Camper Conduct Plan

When a Camp participant does not follow the Code of Conduct, we may take the following actions:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and Camp rules, and a discussion will take place.
3. The Camp Director will be notified of the behavior and will meet with the child if deemed appropriate.
4. If the behavior persists, the family will be notified of the problem.
5. A meeting will be scheduled with the child, the family and Camp staff. A written agreement will be made to keep the Camper on track.
6. If an issue persists and a child continues to disrupt the Camp program, the Y reserves the right to suspend or remove the child from Camp. A discussion with the Youth & Family Director should take place prior to terminating anyone from programs. However, the safety of all the children is our priority and our goal is to provide children with a safe, healthy learning environment. If this were to happen, the Y will not grant a credit or refund for any Camp payments.



Personal Property

Toys, electronic devices, gaming devices, personal items, and pets CANNOT be brought to camp. If your child brings one of the above items, their counselor will remove the toy from them and give it to a family member at dismissal. The Y is not responsible for any lost items including swimsuits, backpacks, clothing or any other personal items.

Electronic devices include but not limited to cell phones, tablets, laptops, and gaming devices. No cell phones may be used by campers during the camp day unless they are given specific permission by the Camp Director. Personal cameras and camera's on cell phones are never permitted in camp by campers and family members/guests.

Clothing

Children must wear comfortable clothing to Camp (i.e. Camp T-shirts, shorts). Campers must wear appropriate footwear in Camp, for example, sneakers, closed toe shoes with a backing around the heel. All footwear must be kickball/active play ready. Sandals, open toe shoes, crocs are not permitted in Camp, outside of the pool deck. An official Camp T-shirt MUST be worn for all elementary aged Camps.

Swimwear

A one-piece bathing suit or swimming trunks with inside lining must be worn every swim date (and any other day as planned). Campers may also wear a rash guard swim shirt. Children must come to Camp with a bathing suit/trunks, towel, extra undergarments, flip-flops, plastic bag (to store wet items) and swimming cap. Your child's belongings should be labeled.

Also, ALL CAMPERS MUST wear a swim cap that is color specific by your child's swim ability.

Each child will be swim tested by the Aquatics staff and given the proper color swim cap on the first swim day. Please be aware that the Y summer swim caps are latex. If your child is allergic to latex, please let us know. You will be responsible to purchase a swim cap if it is lost.

Emergency Drills

Our Camp is required to hold mock emergency drills (aquatics and fire) throughout the summer.

Illness

A sick child is to be taken to the doctor for their sake and for the sake of other Campers. Many communicable diseases begin with cold like symptoms.

If the Camp Director determines that a child is too ill to attend Camp they will call the designated family member to arrange for someone to pick up the child. In addition, if head lice or bed bugs become an issue at Camp, guardians may be called and asked to pick up their child and treat the condition before sending them back to Camp.

Illness/Injury/Emergency Procedures

If a child is injured, the staff certified in CPR, First Aid, Responding to Emergencies and all other Camp staff will take whatever steps necessary to administer care and/or obtain emergency medical care. These steps include, but are not limited to, the following:

1. Administer First Aid
2. If necessary, call ambulance or paramedic.
3. Attempt to contact guardian.
4. If a family member cannot be reached, we will call the people listed as Emergency Contacts. It is **very important** to inform the Camp staff if there are any changes in the Emergency Contact names and numbers.
5. If necessary, the child will be taken to the hospital and accompanied by a staff member who will remain with the child until a guardian arrives.



Medication

1. Campers are encouraged to administer their own medicine with written permission from the legal guardian (including ointments and inhalers). Camp staff cannot administer any medication or topical ointments/ creams. If a camper cannot administer their own medication, guardian must arrange for someone to come to Camp to administer needed medications.

2. Guardians must speak to the Camp Director about asthma pumps. Campers are encouraged to learn how to administer their own asthma pumps. This should always be observed by a staff member. Asthma pumps should be kept in a container labeled with the child's first and last name, and kept on the Camper at all times.

3. Guardians must speak to the Camp Director about epi-pens. Campers are encouraged to learn how to administer their own epi-pen. Trained Camp staff will assist as much as possible in the event that an epi-pen is needed in order to prevent the Camper from facing anaphylactic shock. Epi-pens should be kept in a container labeled with the child's first and last name, and kept on the Camper at all times.

4. Guardians must teach children how to administer sunscreen and about the importance of washing their hands and not rubbing their eyes.

Family Participation

In order for families and children to get the most from our Day Camp program, we welcome any suggestions as to how we might best contribute to each camper's development during their stay at Camp.

Family members are encouraged to share any information about the child's wants, needs and challenges that they believe would be helpful to the Camp staff. This information will be reviewed by Day Camp staff and sensitive information will be handled discreetly.

Guardians are welcome to observe the Day Camp in operation at any time. Prior notification to

the Camp Director is required as this will help to make the visits as fulfilling as possible. It is only possible for guardians to visit; friends of the Campers may not visit.

Some family members are interested in accompanying their child's group on a trip. In these situations, the following procedures must be followed:

1. Prior to a family member going on a trip they must complete a YMCA Volunteer package that includes the Y Code of Ethics.

a. Family members who wish to go on multiple camp trips **MUST** successfully complete the YMCA's prescreening process at least 3 weeks prior to the trip date. Please reach out to Shonnell Griffith at sgriffith@ymcanyc.org.

2. The Camp Director will talk with the family prior to the trip about particular issues that may arise and the chain of command that will be utilized.

a. No child other than their own should be alone with their guardian at any time.

b. All concerns are reported to the most senior staff member of the trip

c. In the event of an emergency or concern the guardian should and must take direction from one person, i.e. the senior staff member on the trip.

3. Non-parental/legal caregivers and siblings are not permitted to attend Camp programming unless this is a part of the program.

4. The issue of favoritism and full participation by their child should be discussed with the guardian, as often their child will act differently when they are there.

5. Guardians are expected to follow the same rules as Campers regarding the use of cell phones while volunteering in Camp or on trips.



McBURNEY YMCA

125 West 14th Street, New York, NY 10011

PS 41: 116 West 11th Street, New York, NY 10011

McBurneyYCamp@ymcanyc.org | 212-912-2300 | ymcanyc.org/mcburneeycamp





FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater New York
McBurney YMCA – PS 41 Summer Camp
Family Conduct and Family Manual Agreement 2019

The McBurney YMCA strives to both support and engage families in educational and enriching activities that benefit the entire family. We believe that this can only be accomplished through respectful, open dialogue on a regular basis between staff and families.

In accordance with our policies, staff, participants and their families are held to expectations that center on our core values of Honesty, Respect, Caring, and Responsibility. Staff, participants, and families are expected to maintain these values at all times. This expectation creates smooth communication between staff and families, while fostering positive development in our youth.

The McBurney YMCA holds the following expectations for interactions between staff and families:

- Staff and families will maintain open communication with each other about their child's performance and progress in program.
- Families are expected to attend program orientation and to complete all necessary paperwork involved with their child's participation.
- Should it be necessary to address a behavior issue, staff and families will work as a team to develop a plan that both meets the needs of the individual child and the needs of the overall program.
- Speaking in respectful tones; refraining from the use of vulgar or derogatory language; and dressing appropriately.
- Conflicts will be resolved in a respectful, honest, and caring manner; never resorting to physical contact or threatening gestures.
- Creating a safe, caring environment; never carrying illegal firearms or devices.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater New York
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Adherence to the YMCA Conduct Agreement and program policies outlined in the Family Manual is essential. Cooperation between staff and families is an important part of making our program welcoming to all. Suspension or termination may result from violating this Conduct Agreement or Family Manual.

- I give my child permission to participate in all camp activities under the supervision of the Y Camp staff. Camp activities include, but not limited to, physical, aquatics, enrichment (i.e. dance, theatre, STEAM etc.) and educational.
- I understand that this camp is licensed by the NYC Department of Health and Mental Hygiene and is inspected twice yearly. The inspection reports are filed at the Bureau of Food Safety and Community Sanitation.
- I will review the policies and procedures with my child. If I have any questions or concerns, I will discuss them with the Unit Leaders and/or Camp Directors.

My signature indicates that I have read and fully understand what is listed in this Family Manual and Family Conduct and understand that I will be held accountable to the program policies.

Child's Name (print)

Guardian's Name (print)

Guardian's Signature

Date