



Palomar Family YMCA

2020 Day Camp Handbook

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We are truly dedicated to making an impact in every camper's summer. We jam pack our programming with relationship building activities which contributes to camper's increased confidence, problem solving skills, and interest in new hobbies and activities. Additionally, the Y is focused on being a role model for respect, responsibility, caring, and honesty. We are proud of our program and never stop evolving it to be better and better each summer

WELCOME TO YMCA CAMP

Mission Statement: The YMCA is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God through the development of Spirit, Mind, and Body.

YMCA Day Camps give your camper an experience that will last a lifetime. Day campers are able to explore creativity, teamwork and leadership in a wide range of adventurous programs that lead to lifelong healthy living. Day camp builds self-confidence, self-esteem and develops values of good character, all while having a ton of fun and making new friends!

Parents are every Y's partners in making day camp an outstanding developmental experience for their kids. In order for our campers to get the most out of day camp, we need your help. Knowing that no two campers are exactly alike, we ask that you help us get to know your camper. We encourage you to share with us your ideas, thoughts and any concerns that may help us create an environment that is best suited for your camper.

Today, Y Day Camp is more vital than ever. With an increased emphasis on camper safety, personal values and social skills, we want the very best for your child. At the Y, we are committed to the development and well-being of your campers.

Did you know the Palomar Family YMCA is an American Camp Association Accredited Camp?

All of our Day Camps have been accredited by the American Camp Association. We meet or exceed the highest standards in camping services including health, safety, personnel, transportation, and facilities. For more information regarding ACA standards please visit acacamps.org.

GOALS AND OUTCOMES

It is our belief that each camper is a unique individual with his or her own rate of development. Our goal is to introduce the campers to as many positive experiences as possible. It is our hope that the experiences we provide will foster creativity and individuality in each camper, and encourage an awareness of themselves and others.

The YMCA of San Diego County has established the following goals for all campers:

- To grow personally and gain a greater sense of his or her own worth.
- To be inspired to live by the four YMCA character values; caring, honesty, respect and responsibility
- To experience improved personal relationships.
- To learn to appreciate diversity.
- To become better leaders.
- To have fun!

CAMP LOCATION

**The Palomar Family YMCA
1050 North Broadway
Escondido, CA 92026**

PEOPLE TO CONTACT

Saul Mendoza, Camp Director
(E) smendoza@ymca.org (P) 760.745.7490 ext. 13120

CAMP HOURS OF OPERATION:

Regular Camp Programming Hours 9:00 AM – 4:00 PM

Extended Day Camp Program Hours 7:00 AM – 9:00 AM & 4:00 PM – 6:00 PM

SIGN-IN/SIGN-OUT PROCEDURES

In order to ensure the safety of your camper, it is mandatory that each camper be signed in and out daily with a legal signature and time by an authorized adult.

AUTHORIZATION TO PICK UP CAMPER

Only adults who are authorized in writing by the parent will be allowed to pick up your camper. All adults picking up campers from Camp are required to **identify themselves with a photo ID, even when staff knows who you are.**

LATE ARRIVALS

It is imperative that your camper arrives to camp on time. If campers are late, it will be the responsibility of the parent to ensure that the camper is signed in and arrives safely with his or her designated camp. If you miss the bus, you will have the option of dropping off at their trips location or joining an onsite camp, space permitting.

LATE PICK-UPS

Children not picked up at the end of the camp day, 6:00pm will incur a \$15 late fee for any of the first 15 minutes after the end of camp. An additional \$1 per minute fee will be charged after the first 15 minutes. For example, camp pick-up ends at 6:00pm, and a child is picked up at 6:20pm. There would be a \$20 charge. This charge needs to be paid before they return to camp the next day.

CALENDARS

Camp Calendars will be emailed the week prior to camp. They may also be found on our website.

TRANSPORTATION

All transportation will be provided in busses. All vehicles are inspected on a daily basis, and periodically checked by a licensed mechanic, as well as the California Highway Patrol. Our drivers have Class B driver's licenses and/or School Bus Certificates. They have completed YMCA training and have passed written and driving tests administered by the Department of Motor Vehicles. We strive to adhere to our transportation schedules.

VENDOR WAIVERS

Some specialty camps do require an additional vendor waiver. Waivers will be available at the registration desk of the YMCA, and online. Do note that some are only able to be completed online. You will be provided with the direct link with the programming email. Should the waiver not be completed, your Camper may be prevented from participating in the activity.

MEDICATION

Should your camper need to take medication during the program, we will administer it as directed. The following items are essential for us to dispense any medication:

- The medication will need to be checked in with a Day Camp Staff. **Please do not leave the medication with your camper, including over the counter medication, epi-pens, inhalers, creams, eye drops, etc.**
- Medication must be in its original container with labeled prescription instructions.
- **A completed Medication Release form must be signed and submitted at the beginning of each week.**

ILLNESS/INJURY

If your Camper becomes ill while at Camp, we will contact you to pick him/her up. If your camper is injured, we will take necessary steps to provide first aid. If we are unable to reach you in the event your camper needs medical care, he/she will be transported to the hospital by a YMCA vehicle or ambulance. **It is extremely important that you notify the YMCA of any changes in your work or emergency phone numbers.**

LUNCHES/ SNACKS

Campers should eat a nutritious breakfast before being dropped off for camp and bring a healthy non-perishable lunch and two snacks each day. Please note, we do

not have the capacity to heat or refrigerate lunch items. If we are able to provide meals to your camper through our partnership with Feeding San Diego, you will be notified when you receive your programming.

If your Camper does not have a lunch or snacks, we will call you to drop them off, or if the Camp Director is authorized to buy them, you will be billed accordingly.

WHAT NOT TO BRING TO CAMP

The following are not allowed at camp: personal toys, electronics, animals, weapons, drugs, alcohol, electronic devices, candy, and soda (healthy eating is encouraged).

CLOTHING

Campers are required to wear closed toe shoes and socks daily. Belongings are the responsibility of the camper. A backpack is helpful in keeping your camper's belongings in a safe place. Please clearly mark your camper's belongings with his/her name.

SWIMMING

Please see your camper's camp calendar for specific swim days. Campers who wish to swim must bring a swimsuit, towel, sunscreen, and warm change of clothes. All campers are required to take a swim test before swimming in the YMCA pool or beach on a daily basis. The swim test consists of jumping in deep water, returning to the surface, treading water for 60 seconds and swimming 25 yards (the length of the pool) on the surface with rudimentary side breathing. If a camper is unable to pass this test or if a camper chooses not to take the swim test and cannot stand comfortably in the water (water no higher than the armpits), s/he will wear a life jacket in the pool and will stay in the closely supervised shallow end of the pool. **In order to keep your camper safe, all campers take the swim test every day.**

During beach visits, campers are required to take a swim test daily, if campers pass the test, they are allowed to go in waist deep, if they do not pass, they are allowed to go in ankle-deep.

SUN PROTECTION

Parents should apply sunscreen before campers arrive to Camp in the morning. We apply sunscreen multiple times throughout the day. If you do not want sunscreen applied to your camper, or would like a special type of sunscreen applied, please send a note to your child's Camp Unit Leader each Monday and provide them with the special sunscreen.

EXTREME WEATHER

Our camps are designed to operate outside for the majority of each day. In the event of extreme weather, we will do what is best to keep campers safe, by utilizing

indoor and/or shaded areas of our facility. This may affect their regularly scheduled activities.

BATHROOM PROCEDURES:

No camper is ever alone or one-on-one with a staff member. All campers will take trips to the bathroom with the entire camp and/or camp groups of at least three campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

DAY CAMP STAFF

We model the YMCA character development values of caring, honesty, respect, and responsibility. We program friendship, achievement and belonging into every activity in camp. Most importantly, we are made up of people who love working with kids. We are creative people with good hearts who are silly enough to sing “The Y Song” at the top of our lungs!

We are First Aid/CPR certified and are required to attend 3 days of training prior to the first day of Summer Camp. Our Unit Leaders attend approximately 16-24 hours of additional training.

RATIOS:

We operate on the following ratios, which are recommended by the American Camping Association.

Ages 5 to 7 years	Ratio: 1/8
Ages 8 to 12 years	Ratio: 1/10
Ages 13 to 17 years	Ratio: 1/12

Y STAFF & BABYSITTING

YMCA of the USA policy states that our staff (while employed at the YMCA) are not permitted to babysit for or interact with campers outside of our programs. Please help us in upholding this policy.

CHILDREN WITH SPECIAL NEEDS

If your camper has any special needs, please let us know when registering. The Palomar Family YMCA funds and operates an Inclusion Program that may be able to provide and aide for your camper. For more information regarding the Inclusion Program please contact Saul Mendoza at smendoza@ymca.org or 760.745.7490 x 13120

FINANCIAL ASSISTANCE/CAMPERSHIPS

Financial Assistance is available to families who qualify. Applications are available at the service desk and online. Assistance is based on verified income and

completed applications. Please contact Susie Black (sblack@ymca.org or 760-745-7490 x 13111) for further information or to check on the process or status of your application.

THIRD PARTY ENROLLMENT AND PAYMENTS

Parents/Guardians who receive funding by the county or other agency are required to register with our third party specialist, Brenda Magallanes (bmagallanes@ymca.org or 760-745-7490 x 13194) and sign attendance sheets in addition to the YMCA Day Camp sign-in/out book. **All sheets must be signed by the last day of each week. Failure to complete required paperwork will result in a call to the appropriate third party agency and jeopardizing their attendance in future camps. Registration, transfers and vouchers for 3rd party participants must be approved by Camp Director and done by Brenda Magallanes.**

GIVING BACK

The Y provides scholarships and financial assistance for children to attend camp every session. This is made possible through the generosity of our community. If you wish to help a child go to camp, please see our Camp Director for information.

REFUND/VOUCHER/TRANSFER POLICIES

The purpose of our Refund/Voucher/Transfer Policy is to allow the YMCA to maintain quality programs and proper class ratios while maintaining flexibility with our members and participants. All requests are subject to director approval and take 3-5 working days for approval.

- Refund, voucher and transfer requests made:
- Before the start date of the camp week: 100% voucher or refund minus any deposit or vendor fees.
- On the Monday of the camp week: 75% voucher or refund minus any deposit or vendor fees.
- After the Monday of the camp week no Y-voucher or refunds will be given for cancellations (medical/special circumstances at the branch's discretion).
- Camp deposits are full transferrable to another camp up to the second day (if space is available).
- Balances are due on the Monday before the next week of camp. Unpaid balances will result in a deletion from the program (and loss of deposit) to open space for other registrations. Campers may re-register and pay in full for the camp from which they were deleted.

FEEDBACK

We love to hear from our campers and parents! Camp leadership teams use your feedback to make positive changes to our program. Please feel free to contact the Camp Director at smendoza@ymca.org or palfeedback@ymca.org with any questions, comments or concerns!

CAMP RULES

Honesty

Always tell the truth.
Admit to your mistakes.
Say "I'm Sorry"

Caring

Help others out
Keep your hands to yourself.
Share your smile with others.

Respect

Always use your good manners.
Keep a positive attitude.
Look at the person you are talking to.

Responsibility

Put things back where they belong.
Clean up after yourself.
Be accountable for your own actions.

BUS RULES

- Campers must remain seated while on the bus.
- Campers are not allowed on the bus until accompanied by a Camp Leader.
- Keep hands, arms and head inside the bus.
- Nothing is to be dropped out of windows.
- Noise level must be regulated so as not to interfere or disturb the driver.
- No eating or drinking allowed on the bus.
- Windows are opened and closed by Camp Leaders. No objects are to be tossed out the window.
- All passengers on the bus are required to follow bus driver instructions.

YMCA OF SAN DIEGO COUNTY CAMPER BEHAVIOR EXPECTATIONS

At YMCA Camp we want every camper to have the best camp experience possible; full of fun, learning and growth.

To ensure that we maintain a safe environment and each camper is free to experience camp life to its fullest, we will not tolerate any behavior that takes that opportunity away from other campers. We will be addressing all incidents such as bullying and irresponsible behavior seriously, and will train the staff to recognize and deal effectively with such behavior.

Understanding that camp is for ALL campers, any behavior deemed by the camp to be outside of the camper behavior expectations and/or unmanageable may result in any or all of the following:

1. Meeting with the Camp Leader, Camp Director, or Executive Director to discuss the behavior.
2. A telephone call home to the parent/guardian to discuss the behavior.
3. Being dismissed from the camp program.

AS A CAMPER I WILL:

- Show respect to other campers, and treat them as well as I would like to be treated and try to be a friend to all.
- Have FUN, but not at the expense of others.
- Show respect to camp staff, and cooperate fully with their instructions.
- Respect the rights of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or tone of voice.
- Conduct myself responsibly. I understand that unwelcome teasing or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other campers or staff. I understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Respect the property of others and camp, which includes no stealing, property damage, graffiti, or vandalism.
- Remain with the group and within the boundaries that have been set.
- Remember that physical displays of affection or of a romantic nature are not allowed under any circumstances.
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action or dismissal from camp.
- Know and follow the rules of camp.
- Have lots of FUN, learn, grow, and have a GREAT time!

YMCA OF SAN DIEGO COUNTY POSITIVE GUIDANCE POLICY

GENERAL STANDARDS FOR POSITIVE GUIDANCE:

1. Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
2. Guidance is a process of teaching, learning, and positive reinforcement.

3. Set developmentally appropriate guidelines for campers.
4. Verbal abuse or name calling is not permitted. Guidance will not be associated with food, rest, or toilet training.
5. Corporal (physical) punishment will never be allowed.
6. Procedure requires organized process of guidance. Limits are set to foster caring, honest, respectful, responsible, and self-sufficient campers. Positive Guidance is integrated into the overall program plan of the camper care setting.
7. Behavioral concerns of individual camper are not discussed with other parents.

SUMMARY:

Staff in YMCA camp programs use a positive, teaching form of guidance. Staff continually remind campers of program guidelines. Campers are redirected to other activities when behavior contradicts the above guidelines. Parents are always kept informed of their camper's progress.

When the above steps are ineffective in redirecting a camper's behavior, more serious action may be taken. If a camper is placed on a Behavior Contract, the first time a parent/guardian needs to be called, the camper may be sent home for the day. The second time the camper may be suspended for a pre-determined length of time. If the camper is still having difficulties in the program, and we are not able to meet the camper's needs, the camper may be removed from the program.

We thank you for your time and attention to this important information. Frequently asked questions are also included in our summer 2020 brochure. For any questions, suggestions, or concerns feel free to reach out to the Day Camp Director, Saul Mendoza.