



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARENT GUIDE

DAY CAMP | SUMMER 2021

BRING ON   
SUMMER

YMCA OF SAN DIEGO COUNTY

# 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 partner 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.

## Accredited By The American Camp Association

All of our Y Day Camps have been accredited by the American Camp Association (ACA). 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](http://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 and appreciate diversity.
- To become better leaders.
- To have fun!

## Camp Hours of Operation

Camp Program Hours: 8:00 AM - 4:30 PM

## Drop-Off/Pick-Up Times

**It is recommended that parents drop-off and pick-up during these times:**

- Drop-off hours: 8:00-9:00 AM
- Pick-up hours: 3:30-4:30 PM

# GENERAL GUIDELINES

- Day camps will be conducted in small groups with dedicated staff. Groups will spend each day together and not interact closely with other groups. Campers are not permitted to switch between groups.
- Each camp group will have a specific, assigned meeting space.
- Seating for any group assemblies will allow for social distancing.
- Campers' personal belongings will be kept in that group's meeting space and stored separately.
- Handwashing and use of hand sanitizer will be taught and conducted throughout the day. Hand sanitizer stations will be prevalent throughout the camp site.
- Visible markers and signage will be installed, reminding campers of social distancing requirements and health procedures.
- Additional guidelines can be found in the Day Camp COVID-19 Modifications Addendum. This addendum will be updated throughout summer, as guidance from the county and state continues to evolve.

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## ABOUT OUR 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 20 hours of training prior to the first day of Summer Camp. Our Unit Leaders attend approximately 8-10 hours of additional training. Trainings include topics like: Day Camp specific academies, behavior management, health and safety, spirit and programming and much more.

# COMMUNICATION WITH PARENTS

## Pre-Camp:

Emails will be sent each week on Thursdays.

Contents will include:

- Reminder on daily requirements - lunch, snack, personal equipment
- Camp hours and check-in/out times
- Safe check-in procedures
- Procedures information (this document)
- Updated COVID-19 requirements
- Updated Camper Code of Conduct
- General YMCA waiver with updated COVID-19 language



Parents are encouraged to speak with camp leadership at any time to discuss camp operations.

## Post-Camp:

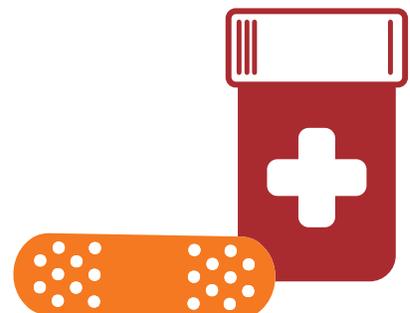
An online evaluation link will be sent after camp. We want to hear about your child's experience.

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# MEDICATIONS

Medications must be brought in the original container with physician's instructions. We will administer meds accordingly. It is helpful to store the meds in a zip lock bag with your child's name.

YMCA staff will verify frequency of administration on our Permission to Administer Medication Form and the frequency logged into our master medication list. Meds will kept in the controlled possession of Y staff or stored in a locked facility.



# DROPPING OFF AND PICKING UP

## Sign In / Sign Out Procedures

To ensure an efficient drop-off process, please make sure to follow all posted drop-off instructions. A signature from a parent, guardian or authorized adult is required in our daily sign-in sheet for your child to participate in camp activities.

## Authorization to Pick Up Camper

Only parents, guardians and/or caregivers over the age of 18 are authorized to sign a camper in and out of our camp programs. If you need to add a person to your authorized pick-up list, please make sure this is documented with our camp staff. All adults picking up a camper are required to present a government-issued photo ID.

## 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.

## Late Pick-Ups

Children not picked up at the end of the camp day will be supervised by our staff. A fee of \$1 per minute will be charged when camp closes. For example, camp ends at 4:30pm, and if a child is picked up at 4:56pm, there will be a charge of \$26. Every attempt will be made to contact parents or a listed authorized pick-up. If by 5:30pm all contacts are not reachable, and the child has not been picked up, Child Protective Services will be contacted. A late fee will be assessed starting at 4:30pm according to our clock.

# WHAT TO PREPARE FOR

## What to Bring to Camp:

We will supply the atmosphere for a great camp experience and ask that you send your camper with the below items:

- 2 snacks and lunch
- Hat and sunglasses
- Sweatshirt or light jacket
- Water bottle
- Sunscreen
- Closed-toe shoes
- Swimsuit and towel (if swimming)

## What Not to Bring to Camp:

The following are not allowed at camp:

- Personal toys
- Weapons
- Drugs
- Items of personal or monetary value
- Animals
- Electronics
- Alcohol
- Cell phones

## Clothing

Camper's are required to wear closed-toe shoes and socks daily. San Diego weather, though seasonally warm, can be chilly in the mornings and evenings. Please pack warmer clothing for your camper to wear during those times. Most camp activities take place outside. We encourage you to send your child in old clothing so they can participate freely in activities, e.g., climbing, painting, etc.

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.

## Lunches / Snacks

Camper's should eat a nutritious breakfast before being dropped off for camp and bring a healthy, non-perishable lunch each day. Sorry, we do not provide meals or snacks for campers. Please note, we do not have the capacity to heat or refrigerate lunch items.

## Sunscreen

Please apply sunscreen prior to leaving home in order to minimize the number of times sunscreen will need to be applied each day. Staff will have supplies of spray-mist sunscreen and parents may provide their own spray sunscreen. Campers may bring sunscreen sticks for facial application. Sunscreen provided by a parent for a youth may only be used by that camper. At a minimum, reapplication of sunscreen will need to occur each day after lunch.

## Swimming

Please see your camper's camp calendar for specific swim days. **Camper's 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. During beach visits, 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.

**For your camper's safety, all campers visiting the beach will be given brightly colored rash guards to wear throughout their visit.**

# CAMP SAFETY

## Camper to Staff Ratios

YMCA will maintain the following staff-camper ratios:

- |                   |      |
|-------------------|------|
| » 5 year olds     | 1:6  |
| » 6-8 years old   | 1:8  |
| » 9-11 years old  | 1:10 |
| » 12-17 years old | 1:12 |

## Hand Washing

We will teach and reinforce washing hands and covering coughs and sneezes among children and staff. Campers and staff will wash or sanitize their hands:

- When they arrive at the facility and before they leave the facility
- Before and after handling food or eating
- Before and after using the restroom
- After wiping their nose or mouth
- After playing in common use areas such as fields
- After handling or picking up garbage
- Everyone will wash with soap and water for 20 seconds. We will also use hand sanitizer that is 60%+ alcohol when hand washing is not available



## If Camper Is Not Feeling Well

Campers will be monitored throughout the day for any signs or symptoms of illness. If a camper is observed to possibly be ill or complains of illness that is not immediately explained by current conditions, the Unit Leader will be immediately notified.

### Youth who are potentially ill will:

- Be immediately removed from their group and brought to the Sick Person Isolation Area by the Unit Leader.
- Their parent/caregiver will be informed and immediate pick-up will be required.
- Upon pick-up, YMCA staff will present parent/caregiver with a health requirement checklist that must be met prior to the camper's safe return to the program.

## Sick Person Isolation Area

Each day camp will have a dedicated sick person isolation area. This location will:

- Be well-ventilated.
- Be supervised by two staff who can maintain a minimum of 6 feet of social distance.
- Have a full PPE kit available and easily cleaned mats for youth to lay on.

## Facilities and Equipment

Day camps will have reduced capacities. When in any space, social distancing guidelines will be in effect. A map of assigned camp spaces will be followed.

## Camper Lunch/Snack Time Space

Most groups will use their designated camp space for lunch and snack times. Other common spaces may also be utilized.

Tables in group or common spaces used for eating will be cleaned and disinfected before and after use.

Youth and staff will wash/sanitize hands before and after eating.

Staff may help open food but must:

- Ensure hands are cleaned and sanitized prior
- Clean and sanitize hands before and after

## Rainy Day/Excessive Heat Plan

When weather conditions are prohibitive to operating camp outdoors, groups may be displaced from their assigned group locations. Each facility will have an alternate facility plan, indicating appropriate assigned group spaces.

Staff will reschedule activities for the affected time period to operate safely in a more limited space. This may necessitate less active recreation and more self-directed project-based activities.

## Cleaning, Sanitizing and Disinfecting Guidelines

All surfaces will be treated using cleaning and disinfectants from EPA approved or authorized chemicals, ensuring all chemical dwell-times are adhered to.

Each day camp site will also utilize an electrostatic sprayer for improved sanitation.

Staff will be trained in enhanced cleaning and sanitation techniques.

Special attention will be given to high-touch surfaces

Disinfectant products will not be used in proximity to children.

## Guests

No unauthorized guests will be permitted to visit camp groups during the program day.

# OTHER IMPORTANT INFORMATION

## 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.

## 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

Parents often request that a specific staff person be designated to facilitate their child's participation, in a large group setting, if their child might not otherwise be successful in this environment. We will consider requests for a Special Assistant and work with you to determine whether or not your child can be fully integrated into camp without additional supports.

Prior to registration, a Request for Special Assistance must be completed, discussed with a YMCA director or coordinator and approved by the Camp Leadership Team. This should be done as soon as possible, as space and available staff is limited. The Inclusion Intake form is located on the website.

# YMCA OF SAN DIEGO COUNTY CAMPER BEHAVIOR EXPECTATIONS

At YMCA Camp, we want every camper to have the best 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 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:

- A telephone call home to the parent/guardian to discuss the behavior.
- Meeting with the Camp Leader, Camp Director or Executive Director to discuss the behavior.
- Use of behavior reports.
- Being separated from the camp program.

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## 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 not 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 campers are not discussed with other parents.

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## SUMMARY:

YMCA camp staff 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 receives a behavior report, the first time a parent/guardian needs to be called, the camper may be sent home for the day. 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 2021 Catalog. For any questions, suggestions or concerns, please reach out to the Day Camp Director.

# COVID-19 MODIFICATIONS ADDENDUM

## SUMMER CAMP 2021 YMCA OF SAN DIEGO COUNTY

### OVERVIEW

This plan summarizes changes to our YMCA Day Camps to reduce potential exposures to and spread of the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), the virus that causes COVID-19. Procedures were developed based on the American Camp Association "Field Guide for Camps on Implementation of CDC Guidance". Authorization to operate Day Camps was granted by the San Diego County Health Department in a Public Health Order dated May 8, 2020.

**When operating under modified conditions due to COVID-19, camp will adhere to the following guidelines:**

- Our camps will operate at a limited capacity.
- Cleaning and sanitation will happen multiple times each day.
- Camper and staff health will be monitored regularly.
- Some activities will not be part of camp this year.
- Campers will be required to bring their own face coverings and wear them at sign-in and whenever they are indoors.

Please contact us if any health symptoms are noted when your child returns home. If camp is notified that a camper or staff member has been diagnosed with COVID-19, all families from that session will be immediately notified, while protecting the identity of those directly involved. We will also notify the San Diego County Health Department.

# PREVENTING COVID-19 AT CAMP

## SIGN IN / SIGN OUT PROCEDURES

Adults are welcome to wear a face covering during the check in/out process, but it is not required. Campers will need to wear their face covering during check-in to show that they have one for the day. Once they reach their designated camp area, if it is located outside, they may remove their mask at that time if they would like.

## WELCOME FAMILIES!

Our goal is to keep you, our team members and communities safe! To keep a healthy environment for all, a temperature check is required for all staff, vendors and youth attending day camp.

We are also following CDC guidelines including implementing 6 feet of social distancing practice as well as enhanced sanitation practices and ensuring frequent hand washing.

## Please keep your child home if they are exhibiting any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Any vendors, members, participants, and unvaccinated staff observed displaying any symptoms including a fever over 100 degrees or who have been in close contact with a confirmed COVID-19 case within the last 14 days may not enter the facility or participate in our programs.

Your privacy is incredibly important to us. All information pertaining to your health will remain confidential. We thank you for your partnership and patience as this situation continues to be fluid and guidelines change.

## PHYSICAL DISTANCING

We will maintain distancing as much as possible.

Each camp group will have a specific, assigned meeting space.

## FACE COVERINGS

Campers are required to wear face coverings when inside and when signing into camp each day. This includes our teen campers, regardless of vaccination status. Campers may choose to wear face coverings when outside if they desire.

Staff are required to wear a face covering when inside, and have the option to wear one when outside.

It's important to note that the YMCA is following guidance set forth by federal, state and local authorities, as well as the American Camp Association and Y-USA experts. We have worked closely with our local health agency to ensure we are following all guidelines. When our campers are indoors, and in closer proximity to others, they are required to wear face coverings.

Our team will continue to monitor county guidelines as they relate to Day Camps and implement any changes to safety procedures promptly.

## IF A CAMPER IS NOT FEELING WELL

Campers will be monitored throughout the day for any signs or symptoms of illness.

If a camper is observed to possibly be ill or complains of illness that is not immediately explained by current conditions, the Unit Leader will be immediately notified.

### Youth who are potentially ill will:

- Be immediately removed from their group and brought to the Sick Person Isolation Area by the Unit Leader.
- Their parent/caregiver will be informed and immediate pick-up is required.
- Upon pick-up, YMCA staff will present parent/caregiver with any current requirements that must be met prior to the camper's safe return to the program.

## **EQUIPMENT**

All program equipment has been assessed for ease of disinfection. Articles that are difficult to sanitize have been taken out of circulation.

### **Equipment will be cleaned and disinfected:**

- Periodically throughout the day.
- Whenever it is visibly soiled/contaminated.
- Whenever it is known to be contaminated (e.g. a youth sneezes or coughs on it or places it in their mouth).

## **RESTROOMS**

Usage of restrooms will be controlled to ensure only one group is present at the restrooms at a time and limited campers are allowed in together.

## **WATER FOUNTAINS/JUGS**

Youth are required to bring re-usable water bottles. Staff will control water dispensing and will sanitize the spigot/button prior to the next use.

## **CLEANING, SANITIZING AND DISINFECTING GUIDELINES**

COVID-19 best practices will be in place. All surfaces will be treated using cleaning and disinfectants from EPA approved or authorized chemicals for COVID-19, ensuring all chemical dwell-times are adhered to.

- Staff will be trained in enhanced cleaning and sanitation techniques.
- Special attention will be given to high-touch surfaces.
- Disinfectant products will not be used in proximity to children.

## CAMP ACTIVITIES

No more than one group is to be at an activity at a time. If multiple activities are in an area, groups must remain socially distant from each other.

Commonly touched surfaces (gaga pit ledges, gate latches or handles, etc.) will be wiped down after use.

## CAMP PERFORMANCES

Some camps, such as Dance or Theater Camps, have end of the week performances for their families. Your camper's camp will let you know if there is a performance. When attending, families need to:

- Have their temperature checked upon entry.
- Wear a face covering if it is indoors.
- Sit/stand physically distant from other households.

## AN EVOLVING SITUATION

We have endeavored to include all relevant, current information for our adjusted day camp practices in response to the COVID-19 pandemic. However, this document is not intended to be all inclusive and regulations, recommendations and information are constantly evolving. Our practices will be adjusted accordingly as new information becomes available.

### Update on June 15 California Reopening

On June 15 California removed the COVID-19 tier system. However, this did not remove the state guidance for youth programs. While updates are being made to this guidance, we expect that we will continue to have restrictions in place for the course of the summer, since youth under age 12 cannot be vaccinated yet.



The YMCA of San Diego County 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 the spirit, mind and body.

Updated - 06/25/2021