



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Day Camp

**Richard G. Snyder YMCA Campus  
SUMMER DAY CAMP**

**2018**

**June 11 – August 24**



**1150 N. WATER ST.  
KITTANNING, PA. 16201  
724-545-9622**

**[www.rgsymca.org](http://www.rgsymca.org)**



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# Day Camp

Summer 2018

Dear Parents/Guardian,

We would like to take this opportunity to welcome you and your child to Day Camp. We have a wonderful summer planned full of activities which will keep each camper active, busy, engaged and safe. The counselors look forward to the adventure, personal growth, and learning experiences that your child will experience this summer.

This packet is designed to provide specific information you will need to help you through the summer. As part of the process there are some very important forms we need you to complete and return prior to the first day of camp. Attached you will find:

- A camper information form
- An alternate pick-up permission form
- A swimming, walking, busing and other permission forms
- A list of items your child will need daily

**\*All forms must be completed and turned in to the Y Day Camp Staff BEFORE your child can be left at Day Camp.\***

If you have any questions please feel free to call, 724-545-9622. We look forward to meeting each of you.

Sincerely,

Andrew Scholl  
Day Camp Director  
Youth and Family Director

## **ARRIVAL AND DEPARTURE**

Drop off for your camper will be in the Kittanning High School Football Field (1200 Ore Avenue, Kittanning, PA 16201)

- Upon arrival, parents must sign in their camper at the Day Camp Tent located on the Football Field. Campers will have their own space to place backpacks.
- Upon departure, parents must return and sign out their camper.

We encourage you to check in with your counselor so that any information or concerns can be addressed.

## **RELEASE OF A CHILD**

No child will be released to anyone other than parent, guardian or those named on the child's release form, unless we have written permission from the parent whose signature appears on the child release form. A photo I.D. will be required of any person who is unfamiliar to the staff. Children will not be released from our care to another child.

## **DISCIPLINE POLICY**

### **BEHAVIOR GUIDELINES**

Campers are expected to exhibit caring, honesty, respect and responsibility in every aspect of their day. With these character traits in mind all campers are responsible for the following expectations:

- Respect the rights and feelings of others and avoid disruptive behavior that would interfere with program activities.
- Aggressive behaviors such as hitting, kicking, biting, tripping, spitting, verbal put downs and bullying are not acceptable.
- Follow all directions given by the staff regarding safety procedures and stay with the group for all scheduled activities.
- We expect the child to respect the private property of others.

## **DISCIPLINE PHILOSOPHY**

Our goal is for children to develop a positive self-image. Children will be encouraged to make good choices that prevent them from harming themselves and/or others. This can be accomplished through close supervision, gentle guidance, and redirection.

Children who have conflicts or problems while in our program will be encouraged to verbalize their feelings and concerns. The role of the adult is to be a helper with positive conflict resolution. Our staff members guide rather than punish.

A checkmark behavior chart is used for the k-6<sup>th</sup> grade group by the Day Camp Staff. Please check your child's behavior on a daily basis. If the camper has less than 3 checkmarks by the end of the week, they receive something positive for their good behavior. More information about the behavior chart will be given to you and your child at Day Camp.

For severe behavior problems, we will call home to the parents. In any case your child has a severe behavior problem, the child will not participate in an activity and the parents/guardians will receive a phone call regarding this behavior. After three severe incidents, "3 strikes", your child will be suspended or removed from day camp.

### **WHAT TO WEAR**

It is important that your camper be dressed appropriately for any weather. ***Sandals cannot be worn at Camp.*** We require that each child wear closed-toed shoes. Be sure to mark your camper's clothes in the label area, with their entire name, not just their initials. This will simplify the camp counselor's job tremendously and helps ensure lost & found items are returned to the appropriate person.

### **SUNSCREEN**

Please send your child to the Y Day Camp with sunscreen already applied. Not only does this insure that your child's skin will be protected by the UV rays, it also decreases the transition time between activities, which leaves your child with more time for those activities. Please keep sunscreen in your child's bag for them to reapply during prolonged outside activity.

### **WHAT TO BRING**

Backpack, water bottle, towel, hat, a one-piece swimsuit, appropriate footwear and a positive attitude. Please do not send money with your child. Please pack all of the above belongings in ONE backpack.

**Note: Y Camp Staff are not responsible for lost or stolen money, clothing and/or equipment. A backpack to carry essentials is recommended. Also, we only allow the campers to utilize the Y provided equipment.**

### **LUNCH AND SNACKS**

Thanks to Armstrong School District, we will be a site for free lunches for the community as well as our Day Camp. No need to bring a lunch or snack as they will be provided at no cost!

## **SAFETY POLICY**

The following safety guidelines shall be administered during the program operation

- 1) No child will ever be left alone or unsupervised.
- 2) Each parent, or person authorized by the parent to pick up the child, must indicate to the staff member in charge of the child that the child is leaving for the day. The child must be signed out before exiting the Program area.
- 3) A daily attendance record will be kept on each child
- 4) A telephone is located at the front desk, aquatics office, and multipurpose room for emergencies.
- 5) First Aid Kits and AEDs are located in the aquatics office and at the front desk.
- 6) An incident report will be completed when an accident or injury occurs
- 7) In case of emergencies, a staff person will remain with the child involved at all times. We will determine the type and extent of emergency. We will apply first aid if necessary and check child's file for needed information. Then we will call parent/contact person if necessary. If contact cannot be made, administrator or designated staff will determine if EMS should be called.
- 8) Water Safety: A certified lifeguard is always present when the children are swimming. Every Camper will be swim tested before they enter the pool!
- 9) The staff will give no medication to a child.**

## **PARENT NOTIFICATION**

Parents/Guardians will be notified for the following incidents/occasions:

- An illness – which includes but not limited to:
  - Vomiting/Nausea
  - Fever
  - Diarrhea
  - Headache
  - Earache
  - Temperature of 100 degrees Fahrenheit or more,
  - Skin rash
  - Evidence of lice, scabies or other parasitic infestation
  - Severe coughing
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis
  - Untreated infected skin patches
- An injury – which includes but not limited to:
  - A major cut/scrape
  - Head injury
  - Sprain
  - Broken bone
- An Emergency at the Y – which includes a fire, tornado or any other type of emergency
- Behavioral Issue
- Missing Child

- Anything that the Camp Staff feel that a parent/guardian should be contacted about, good or bad!

### **ILLNESSES/MEDICATION**

Please do not send your child to camp if they are not feeling well or are unable to participate fully.

If it is necessary for your camper to take medication while at camp, please remember to list that medication on the health form and give the sheet, along with the medication, to the Camp staff. All medications must be in the original prescription bottle with the appropriate labels attached.

### **BEE STING KITS/ALLERGIES**

**If you know that your child is allergic to bee stings, please provide an emergency bee sting kit. (This kit requires a prescription from your Physician and cannot be purchased over the counter). Your child must be capable of using the kit themselves. Please notify the Camp Staff if your camper will be bringing an Epi Pen to camp. This must be put on the health form. Campers with asthma that require an inhaler must have this indicated on their health form. The inhaler will be kept with your child's camp counselor at all times while your child is at camp. Please remind your child that their inhaler is only to be used by them and it is not safe to let someone else use it.**

### **PAYMENT PROCEDURES**

- Weekly registration/payments are due on the Thursday before week of camp attendance.
- Registration and Payments are made at the front desk of the Y.
- Make checks payable to the Richard G. Snyder YMCA Campus.
- You may pay for more than one week of tuition at a time, but it must be in advance of the days we will be caring for your child.
- All schedules and tuition fees are subject to change.
- You are permitted to sign up for one day at a time. However, during field trip weeks, you must sign up for at least 3 days of camp.

### **ABSENCE POLICY**

**Please notify the Y daily if your child will be absent.**

We are committed to a high quality program. **When you enroll and sign up for camp, you are reserving the time, space, staff and provisions for your child whether he/she attends or not. We do not deduct absences from your fee.**

## **TERMINATION OF SERVICES**

1. Disruptive behavior of a child, parent, or guardian may lead to removal of the child from the program.
2. A child's continuous enrollment is conditional on current payment, and the parent and child's adherence to all the policies and procedures of the Camp.

## **CUSTODY AGREEMENT**

If there is a custody agreement with the court, a copy of the legal document must be on file at the Y.

## **SWIMMING**

A completed swimming permission slip is required for children to swim during the Y Summer Day Camp Program. Your child will also be required to take a swim test at the beginning of the week to determine whether your child is restricted to certain swimming areas or permitted in the entire pool. Swim tests are given once a week by a certified lifeguard. Your child may retake the test the following week if he/she did not pass. If your child does not pass, he or she will have the opportunity to take a swim lesson with one of our trained camp counselors. This lesson will be a substitute for a different activity.

**Any questions, please contact the Y at 724-545-9622.**



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# Day Camp

## Items To Bring To Camp:

- ❖ **Water bottle**
- ❖ **Swimsuit and towel** (Bring every day)
- ❖ **Tennis shoes, socks and weather appropriate clothing**  
(comfortable and can get dirty)
- ❖ **Sunscreen**

**\*PLEASE PUT YOUR CHILD'S NAME ON ALL PERSONAL ITEMS\***



## **Payment Policy**

Day Camp registration/payment is due on the Thursday before the week of camp begins. Registration is not permitted Friday through Monday. Please register at the front desk of the Richard G. Snyder YMCA Campus.

Week 1 – due by Thursday, June 7, 2018

Week 2 – due by Thursday, June 14, 2018

Week 3 – due by Thursday, June 21, 2018

Week 4 – due by Thursday, June 28, 2018

Week 5 – due by Thursday, July 5, 2018

Week 6 – due by Thursday, July 12, 2018

Week 7 – due by Thursday, July 19, 2018

Week 8 – due by Thursday, July 26, 2018

Week 9 – due by Thursday, August 2, 2018

Week 10- due by Thursday, August 9, 2018

Week 11- due by Thursday, August 16, 2018

# Richard G. Snyder YMCA Campus

## Summer Day Camp 2018

Child's Name: \_\_\_\_\_

Camper Information Form \_\_\_\_\_

Camper Health Form \_\_\_\_\_

Emergency Contacts Form \_\_\_\_\_

Camper Release Form \_\_\_\_\_

Swimming Permission Slip \_\_\_\_\_

Walking Permission Slip \_\_\_\_\_

Bowling and Busing Permission Slip \_\_\_\_\_

Movie Permission Slip \_\_\_\_\_

Picture Release Authorization \_\_\_\_\_

Parent Handbook Form \_\_\_\_\_

**This is a list of forms that need to be completed. They are included in your parent pack. If the forms are turned in and complete, there will be an "X" on the line. All permission slips must be completed before your child attends Day Camp.**

**Day Camp 2018**  
Camper Information Form

**Name of Child (including middle name):**

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**Grade Child is Entering Grade:** \_\_\_\_\_

**Currently a Y Member:** Yes\_\_\_\_\_ No\_\_\_\_\_

**Child's Nickname**

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**Brother's/Sister's Names and Ages:**

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**Describe any special fears your child has (thunder, insects, dogs, etc.)**

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**What activities does your child enjoy?**

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# Child Health Information Form

*This form must be completed prior to the child's first day of attendance.*

Child's name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell \_\_\_\_\_

## Emergency Contacts:

Name \_\_\_\_\_

Relationship  
to child \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Relationship  
to child \_\_\_\_\_

Phone \_\_\_\_\_

**Does your child have a special health/needs or medical condition?**

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

**Does your child have any food, medication or environmental allergies?**

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

**Does your child's allergy/allergies require day camp staff to monitor child for symptoms, take action if a reaction occurs or give emergency medication to your child?**

Yes \_\_\_\_\_

No \_\_\_\_\_

**Is your child currently taking any medication?**

Yes \_\_\_\_\_

No \_\_\_\_\_

Please list \_\_\_\_\_

**If yes, does this medication need to be taken to during day camp?**

Yes \_\_\_\_\_

No \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Richard G. Snyder YMCA Campus  
SUMMER DAY CAMP 2018  
RELEASE FORM**

In the event that you, the parent or guardian, are unable to pick up your child from the Richard G. Snyder YMCA Campus day camp, we ask that you list the names of those persons who have permission to pick your child(ren) up from camp. Please give a written note to your camper's counselor if you know in advance that someone else will be picking your child up. Also, if your child needs to leave camp early for some reason, please give a written note to your child's counselor that states when the child will be leaving and who will be picking up the child. Please make sure to include both parents' names.

**YOUR CHILD WILL NOT BE RELEASED EXCEPT TO THOSE LISTED BELOW.**

The following people have my permission to pick up my child(ren) from camp:

	<u>Name</u>	<u>Relationship</u>	<u>Phone #</u>
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
6.	_____		

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Camper's Name

**Richard G. Snyder YMCA Campus  
Summer Day Camp  
1150 N. Water St.  
Kittanning, PA. 16201**

**SWIMMING PERMISSION SLIP**

Child's Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Has my permission to swim at the Y during the Summer Day Camp Program.  
A certified lifeguard will be on duty.

My child is a:

Swimmer \_\_\_\_\_ Non-Swimmer \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date: \_\_\_\_\_

- Water safety will be stressed with the children during their recreational time in the pool.



**Walking Permission Slip**

Child's Name \_\_\_\_\_

Has my permission to walk with the Y Summer Day Camp Staff. These occasional walks will be to see signs of nature and observe seasonal changes on our trail. Additional staff will accompany children if needed for this activity.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## **Busing Permission Slip**

Child's Name \_\_\_\_\_

Has my permission to ride the Bus with the Y Summer Day Camp Staff to and from Field Trips. Additional staff will accompany children if needed for this activity.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



# Movie Permission Slip

Throughout day camp we will be enjoying activities such as Flick 'n Floats and occasional movies. Some movies are rated G, however, a lot of children's Disney movies are rated PG, and therefore we need your permission to watch these movies with your child.

My child has permission to watch G and PG movies with the Y Summer Day Camp Staff.

Child's Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Richard G. Snyder YMCA Campus**  
**Day Camp Program**

RELEASE FOR CLIENT PICTURES: Summer Day Camp

Descriptive pictures are needed to educate people about services available at the Y Enrichment Program. Such pictures are used in slide presentations, brochures, the Y website, newspaper articles and television programs. Policy prohibits the use of pictures without permission; please help us with our educational work by permitting the use of your pictures.

I, \_\_\_\_\_  
(Client or authorization representative)

Hereby authorize the Y Enrichment Program to take photographic or electronic pictures of:

\_\_\_\_\_  
(Client name and date of birth)

for the purpose of publicity.

This release is valid as long as your child is enrolled in our program, and will be subject to revocation at any time by the client or authorized representative.

I hereby release the Center from all liability that may be incurred from the use of my photographic or electronic pictures.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of client or authorized representative)

# **Richard G. Snyder YMCA Campus Summer Day Camp Parent Handbook**

I/We, \_\_\_\_\_, the Parent(s)/Legal Guardians of \_\_\_\_\_, have received the 2017 Summer Day Camp Parent Handbook and have read its contents. I/We understand that the rules contained within are what will be followed by the staff members of the Richard G. Snyder YMCA Campus Summer Day Camp. I/We will discuss any questions or concerns about its contents with Andrew Scholl, Day Camp Director. I/We will support and adhere to the policies included in this document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_