



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Program Philosophy**

### **Day Camp Philosophy:**

The Y seeks to provide each child with enriching, creative, recreational activities that enhance self-esteem and lifelong learning.

### **Our Goals:**

1. Helping youth form positive values for life.
2. Strengthen families.
3. Improving physical and mental fitness.
4. Increasing international understanding and world peace.
5. Developing and implementing programs, which strengthen and preserve the family and its values.
6. Helping teenagers prepare to be responsible, healthy and productive citizens.
7. Fostering international, intercultural and interracial communication and understanding.
8. Implementing a holistic approach to health and social needs of youth
9. Providing affordable and accessible programs for physically, mentally and economically disadvantaged persons.
10. Incorporating Christian principles into programs and activities.

### **Mission Statement:**

The YMCA of Hannibal is an inclusive organization of people united in a common effort to bring the teachings of Jesus Christ into practice and to enrich the lives of others spiritually, physically, socially, and mentally.

### **YMCA Values:**

**Caring-** The heart to put others before yourself

**Honesty-** To act in such a way that you are worthy of trust

**Respect-** The golden rule to value the work of every person including yourself

**Responsibility-** To be accountable for your behavior and obligations

## **Our Areas of Focus**

Y's offer the programs we do for reason. Young people need safe and enriching environments to try new things, develop skills, meet new people and show what they're



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capable of doing. Achieving and maintaining health in spirit, mind and body makes for a rich life. Giving back to neighbors and those in need is our responsibility as neighbors, colleagues and citizens. The Y defines our areas of focus—the programming you're part of everyday—like this:

**Youth Development:** Nurturing the potential of every child and teen

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

**Healthy Living:** Improving the nation's health and well-being

In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind, and body.

**Social Responsibility:** Giving back and providing support to our neighbors

The Y has been listening and responding to our communities' most critical social needs for nearly 160 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, or preventing chronic disease and building healthier communities through collaborations with policymakers, the Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, confident, connected and secure.

## **Policies and Procedures**

### **Character Values**

Children in the YMCA take part in daily activities that demonstrate, reflect, and encourage the YMCA's four core values:



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- **Caring:** We treat each other with true care and concern, and encourage others to follow our example.
- **Honesty:** We are honest in our words and actions. We teach others to do the same.
- **Respect:** We respect our camp environment by creating a place that is safe, fun, friendly, and hard working. We respect those around us by using positive words and positive actions.
- **Responsibility:** We take responsibility for our words, our actions, and ourselves.

### **Auto withdrawal: (Mandatory)**

This year, we are moving to using a mandatory auto withdrawal system for our Summer Adventure Camp. Parents have two options this year for payment. Parents can either pay in full or sign up for ACH. We ask that parents attach a voided check to the registration form when returning it to the YMCA. This is the only option of payment for our program this summer. Payments will be withdrawn weekly. Your camper will not be registered if we do not have any checking account information. Only exception is if payment is paid in full at time of registration. For more information, please contact Summer Page at the YMCA of Hannibal.

### **Absences and Tardiness**

Our days are filled with fun from start to finish. To ensure your child has the best possible experience, **please make every effort to be on time.** If your child will not be in camp as scheduled, or will be arriving later than expected, please call the Hannibal YMCA (573) 221-0586. If any child has not arrived **by 9:00am** and staff has not received a call informing us of a possible late arrival, the YMCA will assume that the child is not attending and will begin the activities for the day. Fees are not pro-rated for absences from the program.

### **Accidents**

All YMCA staff is First Aid and CPR certified. Minor injuries, such as cuts, bruises, and bug bites, will be appropriately treated by a camp counselor. Parents will be informed of the incident and the type of First Aid administered. For serious injuries, the counselor will contact the Camp Director immediately. The camp counselor will stay with the injured camper. The director will notify parent/guardian and EMS, if needed. The remaining counselors will take responsibility for minimizing the accident as much as possible, and not alarming the other campers.

### **Allergies/Food issues**

Please include any and all allergy information of any kind in the Registration form. The YMCA does not allow children to share food due to a variety of food allergies. We cannot change our breakfast/lunch menu. If your child has an aversion to what is being served, please provide a sack lunch these days. Children are never forced to try or eat any food. We do encourage children to try new foods when presented.

### **Attire**

Your child will be spending time outdoors throughout the summer. Please have them dress appropriately. **Must be in tennis shoes.....NO SANDALS!**  
If your child is not in appropriate shoes, you will be called and your child will not be able to participate in any of the activities and will not be allowed to attend the field trip.  
Your camper will be given a camp t-shirt on meet-n-greet.  
**Socks and closed toed shoes are required.**



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Day Camp T-Shirts will be handed out during the meet and greet and/or first week of camp. Each camper will receive **one** T-shirt. **The camp t-shirts we require for each child to wear on field trip days.**

### **Camp Essentials**

All items brought to camp **MUST** be clearly marked, with a black permanent marker. Please include your child's first and last name.

#### **Camp attire includes:**

##### **Daily:**

Backpack or Bag for swimwear

Athletic shoes and socks: **NO SANDALS....MUST BE CLOSED TOED SHOES!**

Water Bottle

Sunscreen

**We encourage that you do not dress your camper up in new clothes, dresses or wear new shoes! There is a strong chance that they will get dirty!**

##### **Swim Days:**

Swimsuit

Towel

Goggles (Optional)

##### **Water Games Day:**

Swimsuits

Water shoes: (Optional)

**Old clothes:** Your camper can wear old clothes instead of a swimsuit if they would like. However, if they wear old clothing, please make sure you pack an extra set of clothes to change into.

##### **Communication:**

Communication is the key to run our programs effectively. We will inform you of any special activities via weekly newsletters per email, and notes home.

##### **Early Dismissal**

If you need to pick your child up early from camp, we ask that you inform our staff when signing in for the day. This way we can make sure your child is ready when you come.

##### **Electronic Devices**

Please **DO NOT** send your camper with any cell phones, video games, handheld systems, iPods, etc. These items will be confiscated, and released to the adult picking up the child at the end of the day.

##### **No Personal Items:**



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Please do not allow your child to bring personal items from home, such as toys, Pokémon cards, cars, baby dolls, etc. If your camper is caught having any personal belongings during camp, they will be taken away and given back when signed out.

### **Emergency Forms**

All children are **required** to have a completed **Registration** on file that dictates authorized pick-up information, emergency contact information, current medical history, etc . **All papers are required to be turned in at registration.**

**\*\*\*You must fill out a new form, even if your child attended last year's Summer Camp, afterschool, etc. New Programs require new forms one form per child.\*\*\***

### **Emergency Procedures**

All emergencies will follow the policies and procedures of the Hannibal YMCA. Staff will ensure that all campers remain calm and follow the directions of the YMCA staff. Every classroom will have of the emergency procedures listed in their classroom.

### **Lost & Found**

We will make every effort to keep your child's belongings with him/her at all times. However, a Lost & Found box will be available at the Teen Center Counter and/or front desk for all misplaced items each day. **We will keep found items on site for a period of 2 weeks.**

**\*\*\*\*YMCA is NOT responsible for lost or stolen items\*\*\*\***

### **Illness**

If we feel that a child is too ill to attend camp for the day, or is too ill to finish the remainder of the day, we will call you, and you will be required to pick up your child as soon as possible. In addition, if your child is not feeling well before coming to camp, we insist that you keep them home for the day.

Camp is no place for sick children. We will call you to pick up your child if he/ she display the following:

#### **Illness**

1. Fever of over 100 degrees
2. Vomiting
3. Diarrhea
4. Fainting
5. Undiagnosed rashes
6. Impetigo
7. Ringworm
8. Head lice
9. Red, inflamed eyes ( pink Eye)
10. Chicken Pox
11. Strep throat
12. Migraine

Head Lice: If a child has head lice or has been sent home for head lice, they may not return to camp without a release form a physician or Marion/Ralls County Health Department



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stating that child is free of lice. We will send out a email informing all parents so they will be able to check their children.

All other illnesses: Children need to remain home for at least 24 hours to eliminate contagion.

**Note: If your child is too ill to play outside or participate in activities, they are too ill to be at camp. Please remember we do not have a nurse on staff.**

### **Medication Disbursement**

Prescription medication will be administered only after a medication form is properly filled out and signed. If a child has medication that needs to be administered, please talk to the onsite director about the specifications. Over the counter medications will not be administered unless written consent is received from the parent first. All medication must be in the original container and clearly labeled with the child's first and last name, and exact dosage. Parents must hand counselors medication; medication received from campers will not be dispensed.

### **Parent Visits/Calls**

The YMCA has an open door policy for the parents of all campers. Parents are invited, and encouraged, to visit the program sites at any time. To ensure the best possible experience for you, and your child, please speak with your child's site director before your visit. Visits must be pre-approved by the Camp Director first. Also, if you are wanting to call to check on your child and see how they are doing, feel free to call the YMCA and the Camp Director will relay how your child has been for the day.

### **Sign-In and Out Procedures:**

All authorized parents/guardians are required to sign-in their child at the start of camp, and to sign-out their child at the end of the camp day. Children are not permitted to leave without an authorized parent/guardian. **A photo ID may be requested for all authorized individuals upon pick-up of the child, until we start to recognize parents.**

If someone, other than yourself, will be picking up your child, please let the camp director and/or staff know the name of who will be picking up your camper for the day. When signing out your child, you will be asked to use Kid Check and give the Teen Center worker your phone number to check them out.

**Please keep us updated with authorized pick-up and emergency phone numbers.**

### **Drop-Off:**

Curb-side drop off in the mornings is available for all campers, from 6am-9:00am. We will have a camp counselor, meeting you out at your vehicle and greeting your child(ren) for the day! No need for you to get out of your car.

### **Pick-Up:**

Parents must come inside to the Teen Center to check out your camper (s), and we will NOT be providing curb side pick-up. We do require anyone picking your child up will need to be 16 yrs or older. We will not release children to siblings that are younger than 16.



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### Summer School Drop-Off:

If you have a camper who is attending Summer School, and would like them to attend camp in the afternoon, please let the Camp Director know so we can have someone to meet you in the YMCA lobby, to take your camper to the right location with their class. Please do NOT drop your child in the Teen Center, but in the lobby because the Teen Center will be closed during that time.

**\*\*\*If your child is attending summer school, during field trip day you will have either to find alternate care for your camper or have your camper miss summer school on Wednesday. Because everyone attends field trips all together this year, so there will be no care for your camper if you show up in the afternoons. \*\*\* You will need to pay the extra \$ 10.00 for your child to attend a field trip if they are attending summer school.**

### Swimming

Camper's will swim on various days at the YMCA pool. Because we work around such a tight schedule, we ask that you please make every effort to have your child at camp on time for swim days. In addition, we ask that they come prepared with a swimsuit, towel, and goggles, which are optional. Each camper will receive a swim level and will be issued an armband with a color that corresponds with their swimming level. Your camper may also bring their own lifejacket if they need one, or the YMCA can supply them if you do not own one.

During your camper's swim time, there will be two lifeguards on duty and two counselors standing on the pool deck also there supervising and controlling discipline in the pool area

### Pool Rules

Pool Rules:

1. The lifeguard and instructor's words are **FINAL** when the whistle blows.
2. Children are not to hang onto the ropes or lap lanes, as it might disturb others who are using that space.
3. Children will not play on pool steps or ladders.
4. Flips, back dives and back jumps are prohibited.
5. Children are to keep others in mind as they are in the pool. That includes kicking and splashing others, horseplay, and loud voices.
6. Toys and inflatable devices are prohibited from being in the YMCA pool or pool area. These items should be left at home. Also, please leave any balls at home!
7. No swimming under or through the lap lanes.

If items are lost, the YMCA is **NOT** responsible for any lost items. That's why we highly suggest that you label all clothing and bags, so we can return the items to the correct camper.

### Swim Test:

The swim test entails your camper swimming the length of the pool, going down and back without touching the bottom of the pool, sides of the pool and/or the lap lane rope. They are also not allowed to wear any floatation devices to pass the test. The swim test will be given by one of the lifeguards or a camp counselor.

### Swimming Levels/Colored Arm Bands



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0-7 years old and do not pass swim test, must have adult in water= ORANGE BAND  
5-7 years old and pass swim test, must have adult in pool area= BLUE BAND  
8-17 years old and does not pass swim test= PURPLE BAND  
8-17 years old and passes swim test= BLUE BAND

**\*For additional swim lessons, please contact Kayla Williams, YMCA Aquatics Director.\***

### **Teen Center:**

In the morning before camp and in the evenings, we allow our campers to use the Teen Center. To play in the Teen Center is a privilege and it can be taken away if campers have bad behavior throughout the day. When campers are in the Teen Center, they must follow the rules of the Teen Center and listen to the Teen Center staff. Teen Center rules are that the Teen Center is a room used for 8 years old and older, and if kids are younger than 8, then they must have a parent or guardian in there with them. So during camp, our counselors act like a guardian while in the Teen Center. Our rule in the Teen Center is that you must be 8 years old or older in order to play pool. So if your camper is younger than 8, they will not be allowed to play pool even if you as a parent are in the Teen Center with them. Parents, if you have a child that is younger than 8 years old and you are a member, please do not abuse the system when you come to work out and want your child in the Teen Center. Please abide by the rules, if your child is younger than 8 years old.

### **Camp Dates/Hours**

**Dates:** 11-week program starting in May 30<sup>th</sup> and ending on Aug. 11<sup>th</sup>

**Camp Hours:** Monday – Friday 6am-6pm

### **Late fee**

**\*Please be advised:** Children are not permitted to be in the building past 6:00pm. Please make every effort to be on time. If you arrive late, a charge of \$1 for every minute past 6:00pm will be assessed to your account. For example, if your child is picked up at 6:25 PM who is in a camp that ended at 6:00 PM, there will be a charge of \$25. Every attempt will be made to contact all of the approved people on the authorized pick-up list located on the Health Form. If no one on the list is reachable within one hour of camp concluding, and the child has not been picked up, Child Protective Services will be contacted. **If you are late more than 3 times during the summer, a meeting will be called with the Summer Camp Director, and may result in your child's dismissal from the summer camp program.**

### **Donations:**

If you would like to donate Sunscreen to the camp, we would greatly appreciate the donation. We use sunscreen whenever the campers go outside, so it goes fast and some campers forgot to bring their own, so sunscreen is important part of camp to keep out campers safe from the receiving sun burns.



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### **Potty-Trained**

All campers must be potty-trained prior to the first day of camp. If accidents become a continuing problem, your child will be asked to leave camp

### **Field Trips**

The children will be going on local field trips throughout the summer. If you do not wish for your child to attend the field trip, you may keep them home that day. We will not issue credits or refunds for missed days. Please let your child's site director know if he/she is not attending the field trip. We ask that all parents have their children dropped off at the YMCA no later than 8:00 am on field trip days, because we are leaving the YMCA parking lot at 8:30am sharp. We are on a tight schedule and need to leave on time. We will not hold up the bus. For the safety of the children, we do not allow parents to drop off or pick up from field trip sites. We will have two field trip days this summer.

- Tuesday: 3yrs old- 4 yrs old
- Wednesday: K- 4<sup>th</sup> graders
- Friday: 5<sup>th</sup> -6<sup>th</sup> graders

**Children must wear their YMCA Day Camp T-shirt on field trip days.**

Please do not send money with your child, especially on field trip days, unless instructed so by the site director.

### **Cancelled/ changes to field trip**

Please check out Facebook page or call YMCA (573)221- 0586.

Facebook Page: **YMCA of Hannibal Summer Adventure Camp**  
**Communications : Emails will be sent out each week of any changes.**

### **Running late: Field Trip Day**

**If you arrive late during field trip day, we DO NOT have alternate care for your camper. So there will be no care for your camper if you show up after 8:30am. You will be asked to find alternate care for the day. So please arrive on time! \*\*\***

### **Transportation:**

All transportation is provided in YMCA certified vehicles only. The signature of a parent or guardian is required for such transportation. (Signed in Registration Form)

Since the YMCA is using school busses to transport to the field trips this year.

NOTE: 3yrs-4yrs will need car seats on their field trip day; they will be transported in a 15-passenger van.

### **Financial Assistance**

If you are in need of financial assistances, you may fill out a scholarship form and see if you qualify for assistances. You will be notified if you qualify and how much you will owe a week. Not everyone who applies will be approved. To utilize scholarship, you must be an active member.



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## **Payment Policy**

All camps require a non-transferable, non-refundable deposit per child that must be paid to register your child(ren). This is credited toward your camp fees. Also, once a payment is made, there are **NO REFUNDS!** No exceptions, so if your child is sick or decides they do not want to attend camp, you will not receive your money back.

## **Ratios**

Camper Age	Number of Staff	Day-Only Campers	Kids
3-5	1		6
6-8	1		8
9-11	1		10

## **Schedule of Day**

Children, while they may experience the same thing daily, they will experience a variety of differing things that will keep them busy. Each week there is a new theme, and some of their activities will incorporate the theme. Also, each week every camper will participate and learn a new sport, taught by one of our counselors.

### **Meet- N –Greet May 25<sup>th</sup> 5- 7pm @ YMCA**

- **Meet Staff**
- **Pick up t-shirt**
- **Get a classroom schedule**
- **Field trip schedules**
- **Weekly themes**
- **Dress up days**
- **Food Program Menu**
- **Sign Code of Conduct**
- **Sign ACH I agree form**
- **Change Weeks of attendance**
- **Ask Any last minute questions**

## **Food Program: Breakfast/Lunch/Snack**

Breakfast, lunch, and snack will be provided by the YMCA. A schedule will be handed out and will list the breakfast and lunches for that day. Of course, these are subjected to change but we are going to do our best to stay on schedule and we will communicate with you if changes are being made if we know in far advance. If your camper would like to bring



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his/her lunch, they are welcomed to if they do not like what is scheduled for lunch for the day. Also, if your camper (s) has any food allergies, please give the camp director a list of food allergies. We will be serving white and chocolate milk during lunch, and every camper if required have milk during lunch according to the State Food Program, so if your child is lactose intolerance or cannot drink milk, please bring in a doctor note so that the Camp Director can have it on file.

### **Staffing**

Professionally trained and enthusiastic staff is the key ingredient to a positive camping experience at the YMCA. Each counselor is selected based on their skills, maturity, creativity and sensitivity to the needs of all our camp participants. All of our counselors complete a thorough training program prior to the start of camp, so you can rest assured your child's counselor will be a caring, positive role model. All counselors are 18 yrs or older.

### **Counselors Babysitting/Receiving gifts:**

Although the YMCA camp counselors work well with children, our policy states that our staff are not permitted to baby-sit for families involved in our YMCA programs. And also although our staff work long, challenging hours, our policy states those employees are not able to accept gratuities. If you wish, we would encourage you to keep your presents for the staff until the end of the camp or the child's last day of camp.

### **Sun Screen:**

All children are **required** to bring sunscreen to camp. Be sure that bottle is labeled, in black permanent marker, with your child's first and last name. Please assist children in putting on sunscreen before arriving to camp. Your child will also have frequent opportunities to reapply the sunscreen during the day. We have found that spray bottles work best. Please be aware that staff is **not allowed** to apply sunscreen on your child; they must apply lotion by themselves. We do have sunscreen for sale in the Activity Center.

### **Camper Birthdays:**

If your camper has a birthday during Summer Camp and you want to provide a birthday snacks for them, you can call Summer Page to receive a classroom count! We would love to celebrate your camper's birthday with them!

## **Parent Code of Conduct**



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We expect all parents in our program to model appropriate behavior for the children we serve. Parents who behave in the following manners will be asked to leave the YMCA.

1. Use of profanity
2. Behavior consistent with alcohol/drug use
3. Physically threatening staff, children, self or other families
4. Emotionally harming/ intimidating staff, children or other families
5. Attempting to confront/discipline a child other than their own.

### **Confidentiality**

YMCA staff will not discuss children's behavior or behavior consequences with anyone other than that child's parent or legal guardian. All children have a right to privacy, and the YMCA will not violate that right, regardless of the situation.

### **Contact Information**

Summer Page  
Youth and Family Director  
YMCA of Hannibal  
[Summer.page@ymcaofhannibal.org](mailto:Summer.page@ymcaofhannibal.org) (573) 221 0586

### **Discipline**

To insure that your camper has the greatest experience here at Summer Camp, we take discipline seriously. We will communicate with you if we have to discipline your child and inform you on the steps that we take.

1. If your child continues to show repeated behavior problems, there is a possibility that your child can have his/her field taken away. Field trips are a privilege, and we strive to have the best behavior while out in the community.
2. If you are called multiple times because of behavior, then other steps will be required to be taken.
  1. After a 2<sup>nd</sup> phone call, you will be asked to come pick your child up immediately and he/she will be removed from camp for the remaining of the day. Your camper is allowed to return the following day, and we expect better behavior from them when they return to camp.



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2. If you are called a 3<sup>rd</sup> time due to excessive behavior, your child will be removed for a week of camp (5 days) and will not be allowed to attend the field trip for that week.
3. If you are called a 4<sup>th</sup> time, your child will be removed permanently for the Summer Camp Program. Behavior of a child can affect the whole experience of other campers around, and we want the best experience for every single child at the camp.
3. However, some actions are considered too serious to be dealt with by these methods. A child may be sent home for the following behavior:

**Reasons for warnings/phone calls/dismissal:**

1. Consistent behavioral issues
2. Consistent back talking and/or disrespecting the counselors/Directors
3. Consistent inappropriate Language/Talk, foul language, and swearing.
4. Consistent bullying
5. Verbal conflict with another camper
6. Hitting/Kicking/Biting another camper
7. Physical Fighting with another camper
8. Hitting/Kicking a counselor/Director
9. Running away for counselor/Director
10. Consistent not listening to counselor's instructions, disrespecting, and/or not wanting to participate in anything scheduled for the day.
11. Threats made to another camper and/or counselor about wanting to hurt them in anyway.
12. Defacing YMCA, church property or field facilities, or any property visited.
13. Stealing or defacing another child's property.
14. Bring or using any illegal substances and weapons.
15. Repeated offensives from all of the above
16. If a child accrues excessive suspensions, they may be removed from the program for the rest of the summer.

We reserve the right to deny Afterschool care for the school year 2017/2018 to children removed from the Summer Camp due to discipline problems.

No credit or refund will be issued if a child is sent home/removed from the program due to disciplinary problems.