

**2024**  
**HARRISON COUNTY YMCA**  
**SUMMER DAY CAMP**  
**PARENT HANDBOOK**

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## **TABLE OF CONTENTS**

- Mission Statement
- Introduction
- Camp Objectives
- Covid-19 Procedures
- Fees
- YMCA Financial Assistance/Scholarships
- Choices Subsidies
- Basic Rights
- Admittance Policy
- License Capacity
- Camp Hours
- Pre and Post-Camp Care
- Withdrawal

## **General Information**

- Arrival and Pick-up Procedures
- Health Policy
- Medication Administration
- Emergency Procedures
- Disciplinary Actions
- Activity Schedules
- Camp Attire
- Electronics and Phones
- Labeling Personal Items
- Snacks and Lunches
- Sun Exposure
- Order of Communication for Parents
- Grievance Procedures
- Confidential Policy
- Camper's Records
- Universal Precautions
- Staff Training and Requirements
- Camp Reminders
- Mandated Reporting Statement

## **HARRISON COUNTY YMCA MISSION STATEMENT**

The Mission of the Harrison County YMCA:  
To Promote Christian principles among its members, constituents, and the community through programs that build healthy spirit, mind, and body for all.

### **INTRODUCTION**

Welcome to the Harrison County YMCA's Day Camp Program. Our goal is to provide a comprehensive day camp experience specially designed to meet the needs of your child.

While your child is with us, he/she will be encouraged to participate in a variety of activities promoting fun, creativity, self-esteem, and confidence.

YMCA camps offer a place for your children to spend their summer meeting friends, playing games, taking part in sports activities, creating arts and crafts, swimming, participating in field trips and special events, appreciating nature, music, and story time.

### **CAMP OBJECTIVES**

1. Wholesome fun
2. Health and safety
3. Social adjustment
4. Emphasis on cooperation
5. Development of knowledge, skills, and interest in numerous activities
6. Gain respect for nature and the environment
7. Develop appreciation for ideas and concepts which come to a child through participating in the camp environment under the influence of competent leadership
8. Give campers the opportunity to initiate, plan, implement, and evaluate tasks of projects
9. Opportunity for creative expression
10. Good fellowship and development of new friendships

## Communicating the Benefits of Camp During a Pandemic

The Y believes all kids have great potential and deserve the opportunity to discover who they are and what they can achieve.

And while these are unprecedented times, times that challenge us individually and as a community on many levels, Y camp provides kids with a safe, familiar, and fun-filled environment for them to explore the outdoors, build confidence, develop skills and make lasting friendships and memories, so they can grow as individuals and leaders.

### *"Safety First" Includes Emotional Wellness*

The health and safety of all Y campers and staff is the first and foremost priority for every Y. We have new safety and sanitization procedures and protocols.

- Fogging the building
- Sanitizing all surfaces
- Hand washing

Y camps have always strived to provide a physically and emotionally safe environment for children and summer 2024 is no different. Being surrounded by positive role models and peers is crucial for the kids' social-emotional growth and a healthy youth development journey. Delivering a summer camp experience that includes peer interaction – however modified – brings a sense of comfort and normalcy to children. Read more advice for Ys on addressing mental health in the face of COVID-19 trauma.

### Our Core Values

In all communication with staff, families, and campers, Ys are embracing our core values (caring, honesty, respect, responsibility) to convey the facts with empathy and transparency. Many are leaning into emotional language to acknowledge that our circumstances are "disappointing," "heartbreaking," and "unimaginable." As leaders in youth development and summer experiences, it is important to balance our shared grief with forward-thinking solutions and superior customer service.

## FEES

*Fees for YMCA Summer Camp are to be paid on a weekly basis due the Monday before camp starts that week. This is especially encouraged for Little Explorers due to the limited class size of 14 campers. Fees will be emailed weekly. We encourage automatic payments. Your child must be registered for at least six weeks to hold their spot.*

Weekly Fee Members (per camper per week): \$100.00

Weekly Fee Non-members (per camper per week): \$110.00

## Y FINANCIAL ASSISTANCE/SCHOLARSHIPS

It is the aim of the Harrison County YMCA that no child be denied a YMCA Summer Camp experience due to an inability to pay dues or fees. Information and applications are available at the Front Desk, or by calling the YMCA at (304) 623-3303 or writing to the Harrison County YMCA, P.O. Box 688, Clarksburg, WV 26302.

## CHOICES STATE SUBSIDY

We accept State Subsidy from Choices. You are responsible for paying your bill weekly. If it is not paid weekly, your child will be removed from the program.

## DAY CAMP CLOSINGS

Childcare will not be provided on July 4<sup>th</sup>. We reserve the right to unexpectedly close. However, that is rare. We always strive to provide care if the building is open.

## BASIC RIGHTS

The Harrison County YMCA shall ensure that you and your child/children have access to the Day Camp Program regardless of race, religion, ethnicity, gender, ability, or sexual orientation.

## ADMITTANCE POLICY

Before being permitted to register and attend our Day Camp Program **ALL** forms must be completed and turned in. The following is a list of our requirements:

- Parents of children with special needs should contact the Camp Director prior to registering their child.
- Application for day care services, CCRC certificate (if applicable), YMCA financial assistance approval form (if applicable) with required attachments.
- Child's name, address, sex, and date of birth.
- Parent's name, address, telephone numbers (work and home).
- Emergency contacts (names, addresses, telephone numbers (work and home). **CANNOT ACCEPT "SAME AS ABOVE"**)
- Doctor **and** Dentist (name, address, telephone number).
- Child's health insurance (name, policy holder, and policy number).
- Signed permission for emergency medical treatment.
- Signed permission for photographs, audio and video recordings.
- Signed permission for "Pick up Person(s)" (names, addresses, and telephone numbers).
- Signed permission for child/children using YMCA pool.
- Signed permission for first aid, CPR, and transport.
- Court Order documents, if applicable.
- Legal verification when one parent is the sole legal guardian of the child.
- Child's immunization records - no child can be accepted without immunizations.
- Child's **current** health assessment (height, weight, allergies, doctor's signature).
- Signed document stating that parent has received and understands the parent handbook.
- If there is anything in your child/children's background that our forms have not covered, please make your concerns available to our Camp Director in a separate letter.

**If for any reason you refuse to comply with our requirements, we have the right to decline admittance into our program.**

**THE YMCA ONLY CARRIES LIABILITY INSURANCE COVERAGE**

### LICENSE CAPACITY

The Harrison County YMCA Day Camp Program is a licensed day care program.

License Capacity:   Ages 3-5     14 children  
                          Ages 6-12    100 children

Child Care Licensing Regulations are available for viewing at the Front Desk.

### CAMP HOURS

Monday through Friday     8:30 am – 4:30 pm           All Age Groups

### PRE AND POST CAMP CARE

As a service to working parents, we offer pre-camp care from 7:00 am To 8:30 am. Post – care is from 4:30 pm. until 5:30 pm. After 4:30 p.m. Little Explorers combine with the other groups. After 5:30 p.m. other campers will be transferred to the lobby and your account will be charged a late fee.

### CREDIT

The cost of operating each (weekly) camp session does not change when children are out due to illness or vacation days. If your child is registered for a week, you must pay for that week. Therefore, the following policy has been established:

**There are no credits given for vacations, visits from relatives, or days when parents decide not to have their children participate in our camp program. There is no provision made to make up missing day/days of a camp.**

### WITHDRAWAL

Please advise the Y business office as soon as possible should you, for any reason, decide to withdraw your child from the camp program. The Y is unable to guarantee space should you decide at a later date to re-enroll your child in the camp program.

## **GENERAL INFORMATION**

### **ARRIVAL AND PICK-UP PROCEDURES**

Parents are required to sign-in and sign-out each time a child is dropped off or picked up from camp or camper care. **Children are not permitted to sign in their siblings.** It is important that your child arrive to camp on time. In order to ensure camper safety, parents are not permitted to drive vehicles to the back of the building for afternoon pick up. Buses for field trips will depart from the campsite promptly according to the scheduled departure times. **Provisions will not be made to shuttle late campers to field trip destinations.**

Your child will only be released to those people whose names appear on his/her application form.

Please notify us in writing and verbally at least one day in advance if someone who is not on the form will be picking up your child.

Camp ends at 4:30 p.m. and post-camper care is available until 5:30 p.m. Little Explorers will combine at 4:30 p.m. If the child is signed out after 5:30 p.m., they will be transferred to the YMCA Lobby and your account will be charged.

### **HEALTH POLICY**

**All campers must submit a completed health history and shot record form to the YMCA.** Please obtain the Health history Form at the Front Desk of the Y.

Please use proper discretion when deciding whether or not to send your child to the camp program if he/she is not feeling well.

Any time the staff becomes aware of a condition that may be contagious or unhealthy to any of the other participants it will be brought to the parent's attention and a medical diagnosis will be required before the child is allowed to re-enter the program.

Any child who develops fever, vomiting, or a contagious condition while participating in the program must be picked up as soon as possible after the parents are notified by the staff.

The YMCA reserves the right to deny a child entrance to the camp due to a medical condition, which may be contagious or unhealthy to other participants.

An occasional head lice/nit check may be conducted. If found, the child will be sent home until treated and clear.



## **MEDICATION ADMINISTRATION**

Parents must submit a Medication Form and receive approval prior to any medication being administered. Forms are available at the YMCA Front Desk. **Medication must be in original container prescribed by doctor. We cannot administer medication without the signed medication permit.**

The YMCA reserves the right to deny requests that are deemed unreasonable.

## **EMERGENCY PROCEDURES**

In case of a non-life threatening emergency, the following will occur: The staff will render necessary First-Aid and the parent(s) will be notified and advised of the situation. The severity of the problem will dictate whether or not the parent(s) will be notified immediately or when the child is picked up. If the parent(s) cannot be reached and the staff is in doubt of the seriousness of the complication, the child may be transported to the nearest hospital by ambulance. In case of a life-threatening emergency the child will be taken to the nearest hospital. The staff will render whatever First Aid is possible until the ambulance arrives. Parent(s) will be notified by staff as to the nature of emergency and where the child was taken. Staff will accompany the child if parent is inaccessible.

**Parents are responsible to keep the YMCA updated on Current Emergency Phone Number.**

## **DISCIPLINARY ACTIONS**

In the event we are experiencing disciplinary or behavioral difficulties with your child, the following discipline policy will be put into effect. The camp staff will begin with Step 1 and then proceed through the process depending upon the success or failure at each step.

1. Camp staff removes child out of activity. A discussion with the child will take place regarding the necessary adjustments needed to improve the behavior.
2. The child will be put in "time out" for a specified period of time before returning to the activity.
3. The child is put in "time out" for the duration of the activity. A discussion with the camp director follows. An incident report is written out if deemed necessary. (Report will be shown to parent.)
4. The child is taken directly to the Camp Director, an incident report is written, and parent is contacted by the Camp Director.
5. Evaluation is made by the Camp Director and camp staff regarding whether or not the environment at the YMCA Day Camp program is appropriate to address the specific behavioral concerns the child has exhibited. A discussion with the parent will follow about the child being suspended for a specified time period or leaving the day camp program.

It is important to realize the camp staff will make efforts to manage all discipline problems effectively. However, if an individual's behavior is dangerous to or negatively affects the other participants' experience in camp; the decision will be made to remove the child from the camp setting.

There may also be an extraordinary incident that causes immediate expulsion from the program without going through the steps. However, this kind of situation is unlikely.

Also, we prohibit corporal punishment on the premises and during off-site activities while your child is participating in our program.

### **ACTIVITY SCHEDULES**

Activity sheets will be available prior to the starting date of each individual weeklong camp session. The schedule will provide a daily outline of activities, field trips, and special events.

Changes in the schedule are possible; YMCA camp staff will distribute and/or notify parents of those changes as soon as possible, should they arise.

### **CAMP ATTIRE**

All campers should wear tennis shoes and socks. **NO FLIP FLOPS OR SANDALS ARE PERMITTED!**

Packing an extra pair of shoe wear and socks would be encouraged as we do hike and sometimes the grass is damp from dew.

Lightweight clothing, hats, ball caps are highly recommended to help prevent heat related problems.

### **ELECTRONICS AND PHONES**

**NO ELECTRONIC DEVICES OR PHONES ARE PERMITTED AT CAMP.** If your child is going to need their phone or electronic device after camp, please leave it with the camp director. Do not leave it in their book bag.

## LABELING PERSONAL ITEMS

It is important that all of your child's items be clearly labeled with the child's name.

Staff will inform the group when an item is missing. But we encourage you to support us in helping your child become responsible for their belongings. The YMCA is not responsible for lost or stolen merchandise. A lost and found container for camp items will be located in the front lobby, but acts of prevention are much more practical.

*Bringing toys and play items from home are prohibited.*

## SNACKS AND LUNCHES

We participate in the free summer lunch program. During the program, a lunch and a mid-afternoon snack will be provided for campers. A menu will be posted.

## SUN EXPOSURE

Campers will be outside very often during camp. Children should always have a **spray type bottle of sunscreen (labeled with first and last name – duct tape with their name works best on the bottle as ink tends to rub off)**. Please be advised to sunscreen your child prior to their arrival at camp and help us to encourage them to keep themselves covered up on days when they are outside for extended periods of time. The camp staff do their best to be sure that all campers are applied with sunscreen, but we cannot guarantee.

## ORDER OF COMMUNICATION FOR PARENTS

- A. If concerned, parent(s) will communicate their concern to the Camp Director.
- B. If the Camp Director is unable to resolve the concern, the parent(s) should then take the necessary steps and follow the Y Grievance Procedures.

## GRIEVANCE PROCEDURES

- A. In the event a parent or a person from the community files a written complaint/grievance, it shall be filed with the Camp Director. The Director will send a written reply to the aggrieved party within ten calendar days of the receipt of the written complaint/grievance.
- B. Should an additional appeal be necessary, a letter should be submitted to the Executive Director detailing the nature of the problem. An answer will be mailed within ten calendar days.
- C. Should an additional grievance be in order, it can be made to the Board of Director's Grievance Committee. This must be done in writing and will be sent to the Executive

Director and the Board President. The Executive Director will schedule a meeting within fifteen calendar days after the notice of grievance is received.

Also, if you ever have a complaint related to the program following compliance, you have a right to report to the "Secretary of the Department of Health and Human Resources".

### **CONFIDENTIALITY POLICY**

All information pertaining to or regarding the children and families of the Day Camp Program will be kept confidential. The Y employees, volunteers, and parent/guardians will not discuss any child, family or employee with any other parent, staff or non-professional. Spreading of rumors or gossip goes against this confidentiality policy and will not be tolerated.

### **CAMPERS' RECORDS**

The Harrison County YMCA will keep all campers' records secure against loss, tampering, and unauthorized use for at least three years. After this time, the records are discarded by way of shredding or burning. Once they are filed away, we do not allow access.

### **UNIVERSAL PRECAUTIONS**

All YMCA staff and volunteers practice universal precautions. These sanitation practices prevent the spread of transferable diseases. Please do not be offended if you see staff/volunteers wearing latex gloves, as this protects you and your child, as well as themselves.

## **STAFF TRAINING AND REQUIREMENTS**

All YMCA Day Camp Staff are required to be certified or have on file the following:

1. CPR/AED & First Aid Certification
2. Child Abuse and Neglect Prevention Training
3. Blood Borne Pathogens Training
4. FBI Fingerprint Clearance
5. Criminal Record Clearance
6. Child Protective Service Clearance
7. Food Handler's Certification
8. Medical and Mental Capacity Release
9. Medication Administration Training

## **CAMP REMINDERS**

**Please have all items clearly labeled with child's first and last name.  
WE ARE NOT RESPONSIBLE FOR LOST/STOLEN ITEMS AT THE YMCA!**

**Tennis shoes and socks (no flip flops or sandals).**

**Swim suit and towel.**

**Hats, ball caps (for outdoor activities).**

**Spray sunscreen (for outdoor activities).**

**Refillable water bottle.**

**Healthy Snacks and lunch when necessary (soda/energy drinks, candy and vending machines discouraged).**

**Medication when necessary (original containers accompanied by signed medication permit) – please provide in a bag clearly labeled with child's first and last name. We only accept life needing medication.**

**Attention: swimming is offered as part of our camp program on a daily basis – please check the schedule and notify counselors of early pick up in the morning if it will be during your child's scheduled swim time.**

**Thank you for your cooperation!**

**This center reports suspected child abuse and neglect to child protective services as required by West Virginia Law.**

**Child Abuse Hotline**

**1-800-352-6513**

**49-6A-2 Persons mandated to report suspected abuse and neglect.**

**When any medical, dental or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law-enforcement official, member of the clergy, circuit court judge, family law master or magistrate has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect, such person shall immediately report, or cause a report to be made to the division of public safety and any law-enforcement agency having jurisdiction to investigate the complaint: Provided, however, that any person required to report under this article who is a member of the staff of a public or private institution, school facility or agency shall immediately notify the person in charge of such institution, school, facility or agency or a designated agent thereof, who shall report or cause a report to be made. However, nothing in this article is intended to prevent individuals from reporting on their own behalf. In addition to those persons and officials specifically required to report situations including suspected abuse or neglect of children, any other person may make a report if such person has reasonable cause to suspect that a child has been abused or neglected in a home or institution or observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.**