



We build strong kids, strong families, strong communities.

Parent Handbook Summer 2010

YMCA Camp St. Croix DayCroix
532 County Rd F
Hudson WI 54016
Main Office: 715-386-4380
Camp Director: Naomi Balsimo
Naomi.b@ymcastpaul.org
Director on-site cell: 651-270-7030

Program Hours:
8:30-4:00 M-W and F
8:30-4:30 Thursday (due to Family Night)

Extended Care Hours
AM 7:00-8:30 PM 4:00-6:00
(No extended care on Thurs. PM)

Bus Stop Locations:

St.Croix Valley Bus Route:

Stillwater

First Presbyterian Church
6201 Osgood Ave
Pick Up: 7:45 AM Monday-Friday
Drop Off: 4:45 PM
Monday-Wednesday and Friday

Bayport

Peoples Congregational Church
293 Main Street
Pick Up: 8:00 Monday-Friday
Drop Off: 4:30
Monday-Wednesday and Friday

Lakeland

Valley Baptist Church
860 St. Croix Trail
Pick Up 8:15 AM Monday-Friday
Drop Off 4:15 PM
Monday-Wednesday and Friday

- Please note that there are no Thursday PM routes due to family night on the St. Croix Valley Bus.

St.Paul YMCA Bus Route (Offered Only June 21-Aug 27th)

Midway YMCA
1761 University Ave.
St.Paul MN 55014
Pick Up 7:45 AM Drop Off 4:45 PM

East YMCA
875 Arcade St
St.Paul MN 55014
Pick Up 8:05 Drop Off 4:30

Billing and Payment Information

YMCA Customer Service Center
2125 E. Hennepin Ave.
Suite 100
Minneapolis, MN 55413

Phone: 612-230-9622 or 612-822-2267
Fax: 612-465-0559
Business.center@ymcatwincities.org

Website:
www.ymcatwincites.org

The Goal of YMCA Day Camping

The goal of the YMCA Day Camping, as of any YMCA program, is to help campers grow physically, mentally and spiritually. Using a natural camp site and providing challenging activities in both small and large group settings under the guidance of caring, well-trained staff members, YMCA Day Camping gives children an experience that lasts a lifetime. This experience is grounded in certain objectives that characterize all YMCA programs.

**All YMCA programs are based on the
Four Core Values of:
CARING – HONESTY – RESPECT RESPONSIBILITY**

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WHAT TO BRING TO CAMP

What does my child need to bring to Camp everyday-please label the following items with first and last name.

- Non-perishable Lunch & 2 snacks
- Swim suit and towel
- Rain Jacket and/ or sweatshirt
- Insect Repellent
- Sunscreen
- Water bottle
- Wear tennis shoes that can get dirty
- Pack everything in a labeled backpack

Please do not send the following to Camp:

- Electronic equipment, radios, walkman, cards/games, personal sports equipment except when requested for specialty camp
- Firearms, pocket knives or weapons
- Extra money
- Pets
- Alcohol and drugs
- Unregistered friends/family

What to bring – Specialty Camps:

ARCHERY:

- Camp will provide all bows and arrows. Please do not send personal bows or arrows.

FISHING:

- Campers may bring your own fishing pole and tackle box. (Some are available for campers to use however)
- Remove all hooks for the bus ride.
- Bait will be provided.
- Poles will stay at camp until Friday.
- All Fishing Campers will be required to wear an approved life jacket while fishing, life jackets will be provided by camp

WATER SPORTS:

- swimsuit each day. (Life Jackets will be provided by Camp).

HORSE CAMP: (Things to bring each day for a safe riding experience):

- Loose fitting long pants with straight legs, avoid Capri pants (campers are not allowed to ride in shorts)
- Hard soled boots or shoes with heels 1/4 " - 1/2" high (avoid canvas tennis shoes or loafers)
- Jackets should not be loose or floppy
- Long hair should be tied back
- No bandanas will be worn on horse
- HSA approved Safety helmets will be provided by the YMCA
- **Not all horse time will be spent on horses.**
- **For safety reasons campers may not ride in extreme heat or wet conditions.**

A TYPICAL DAY

8:45 – 9:00am	Opening Ceremony
9:00am – 12:00pm	Traditional Camp Activities
12:00pm – 12:30pm	Lunch
12:30 – 1:00	Small Group Time
1:00-3:00	Traditional camp activities
3:00 – 3:30pm	Snack
3:30-3:45pm	Closing Ceremony
3:45-4:00	Load Bus

Traditional Camp activities

- Free Swim
- Archery
- Teambuilding
- Nature Studies
- Art Projects
- Songs
- Canoeing
- Picnic/Cookout
- Small and Large group games

FREQUENTLY ASKED QUESTIONS

Is someone else picking up your camper?

- If you are arranging for persons who are not on your authorized to transport list to pick up your child from camp, you must send a **written** permission slip.
- We will not accept phone calls.
- Authorized individuals will be responsible for signing your child in and/or out.

It is very important to remember that you and all authorized persons need a picture ID to pick up your camper(s)!

What if I'm late for pick up?

- We will try and reach you.
- If we do not reach you, we will call persons listed as emergency contacts.
- Campers will be transported to the Before and After Care site.
- After 1 hour we will call authorities to ensure the safety of your child.

I'm nervous about swimming. What can you tell me about it?

- All children at camp will have the opportunity to swim.
- Counselors are required to swim with the campers or watch from the beach when their group is swimming.
- Children will never be forced to swim if they don't want to.
- Campers are required to take a swim test to ensure their safety.
- Campers may be required to wear a lifejacket depending on swim ability.

What are the safety guidelines followed for boating?

- Our boating program is an introductory opportunity for children to learn basic boating and safety skills.
- All children and staff wear life jackets while in the boats and a Certified Lifeguard is always present and in sight of all boats while children are boating.

Is camp prepared for severe weather?

- All of our staff have been trained in emergency procedures.
- If a tornado warning has been issued while the children are at camp, they will be instructed to go to the Tornado Shelter at camp.
- **The camp director will notify the YMCA immediately.**

What about rainy days and severe heat?

- Camp is held rain or shine. We have many fun-filled activities planned for rainy days. **CAMPERS MUST DRESS ACCORDINGLY FOR THE WEATHER WITH APPROPRIATE RAIN GEAR!**
- Your child may come home wet and muddy. Activities are modified outside to fit rainy days and will continue as long as it is not lightning or thundering. Some of the best camp memories for children can be had on rainy days!
- To keep campers safe during extremely hot days, we will occasionally cancel certain activities. We always encourage campers to drink lots of water and will play more water games and stay in the shade.

What if my child(ren) is ill or will not be able to attend Day Camp during the week?

- Please call camp. If no one is available to take your call, please leave a message on our voice mail. This ensures the safety of each camper.

What if my child is injured during the program?

- If your child is injured YMCA staff will notify you.
- In case of an emergency, the YMCA staff will:
- Call 911, perform immediate First Aid and contact you. After 911 has been called, it is then up to the emergency response team to decide what actions will be taken.
- Staff will accompany the child to the hospital and stay until the parent/guardian arrives, if emergency transport is required.
- If a parent/guardian is not able to be reached, we will continue to call through your designated emergency contact list until contact is made.

My child mentioned something about emergency procedure drills. What exactly are these?

- To ensure the continued safety of all campers in case of an emergency, we will hold emergency procedure (waterfront emergency, lost camper, tornado warning, bus evacuation) drills on a regular basis.
- It is important that your child participate in these drills, just like they participate in fire and tornado drills at school.
- Your assistance and understanding in this matter is greatly appreciated.

Who will be my child's counselor?

- Each staff member goes through an extensive hiring process including a criminal history

background check, reference checks and an interview. Staff receive over 40 hours of training including training in camp program areas, relating to children, health and safety skills and are First Aid and CPR certified. All staff are committed to being positive role models for campers.

Where is the lost and found?

- Lost items will be held for two weeks, and after that they will be given away to a local charity. Please check with the Camp Staff AND the branch for lost items.
- We will do our best to help campers remember their things; however the YMCA is not responsible for lost or stolen items.

BEFORE AND AFTER CAMP CARE

Before and after care provides the camper with supervised activities prior to and following the end of the program day.

- Please go to www.ymcatwincities.org, select day camps and click on camp location for specific before and after care information including locations and times.
- For each minute a child is not picked up as After Care closes, a late fee of \$1.00 per minute will be applied.

DayCroix AM and PM will be located at Camp St. Croix DayCroix

BUS INFORMATION

- Camp Counselors will ride and supervise all buses.
- We do not staff the bus stops.
- Please be at the bus stop at the designated pick-up and drop-off times to meet your child.
- **If no one is there to pick up your child, the bus will wait 5 minutes past the scheduled time, then finish the route and bring your child to Midway YMCA (St.Paul Bus) Camp St. Croix (St. Croix Valley Bus)**
- Your child's day begins on the bus. During the ride, counselors will lead songs and games to make the bus ride a fun part of the day.
- If you have not indicated your bus stop on your registration form, or need to make a change, please contact the YMCA Business Center at 612-230-9622.
- It is very important to have your child's name on the bus roster due to limited seating.
- The YMCA makes every effort to be on time. Due to traffic and road construction, buses may be delayed at times. Please contact the YMCA for an update if buses are running behind schedule.
- Please review the following important bus rules with your child before they attend camp.
- Please check with camp prior to making arrangements to ride home on another bus, even for one day. Often buses are at capacity and we cannot accommodate.

Bus locations and bus stop times: St.Croix Valley Bus Route:

Stillwater

First Presbyterian Church
6201 Osgood Ave
Pick Up: 7:45 AM Monday-Friday
Drop Off: 4:45 PM
Monday-Wednesday and Friday

Bayport

Peoples Congregational Church
293 Main Street
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Bus Schedules: go to www.twincities.org, select day camps and click on camp location.

BUS RULES

Safety on the bus always comes first:

- Campers must remain in their seats.
- Always check on and off the bus with the Bus Captain.
- No eating or drinking (except water) on the bus.
- All campers must sit on a seat and face forward. (No lap sitting and no one in the aisle.)
- All body parts and belongings are to remain inside the bus at all times.
- Hands remain to yourself.
- No fighting or screaming.
- Let a counselor know if something is wrong right away.
- The emergency exits should be used only during an emergency.
- Please participate in bus games and songs.

If a child's behavior does not meet these standards, parents will be notified; seating arrangements may be made and if problems persistent riding privileges may be revoked.

BUS SAFETY . . . persons authorized to pick up

- Safety of your child is the number one priority at the YMCA.
- Day Camp has bus security procedures. It is not our intention to offend or question anybody's right to pick up a child. They are in place for the safety of your family.
- **We will only release children to individuals listed as authorized to pick up, no exceptions.**

- **We will be checking ID's of parents/guardians and all authorized persons as children are picked up. Please make all authorized people on your list aware of this.**
- If you will be giving your child permission to ride his/her bike or walk home from a bus stop, a Child Release Waiver will need be filled out before your child will be released without an adult's signature. (certain restrictions apply)
- You will be asked to sign their children on & off of the bus each day. To expedite this process, we ask you to be near the bus and ready to sign children in/out, so our buses can remain on schedule.

******PLEASE ALLOW YOURSELF A FEW EXTRA MINUTES TO LOCATE THE BUS STOP ON MONDAY MORNINGS!******

FAMILY NIGHT

Family Night is a time when we invite families to come experience Day Camp first-hand.

Reasons to Attend Family Night:

- opportunity to show off camp.
- opportunity to meet your child's counselor.
- spend time with your family on a relaxing summer night!
- participate in camp activities including: archery, canoeing, songs, games, and more.

Family Night is being held at the following times:

Every Thursday Night 4:30 PM at Camp St. Croix DayCroix

For Additional Family Night information go to www.ymcatwincities.org, select day camps and click on camp location.

BEHAVIOR GUIDELINES AND DISCIPLINE PROCEDURES

Discipline Procedures

When a camper does not follow the behavior guidelines, we will take the following action steps.

1. Staff will redirect the camper to more appropriate behavior.
2. If inappropriate behavior continues, the camper will be reminded of behavior guidelines and camp rules and the camper will be asked to decide on action steps to correct his/her behavior.
3. Staff will document the situation, the inappropriate behavior and action taken. Parents will be notified.
4. If the situation is not resolved and inappropriate behavior continues, as a final action step, the camper will be dismissed from camp.

Unacceptable Behavior

- Refusing to follow the behavior guidelines or camp rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal or camp property)
- Refusal to participate in activities or cooperate with staff
- Disrupting the program
- Leaving the program without permission

- Endangering the health and safety of children and/or staff
- Physical violence or bullying/teasing toward another camper or staff will not be tolerated.

CHILD PROTECTION POLICY

Our top priority is your child's safety. If you witness or feel that your child is in danger of any type of verbal, physical, sexual, or emotional abuse please report to Katie Lowe, Day Camp Product Manager, 651-253-1380, klowe@ymcastpaul.org or Mike Lavin, Executive Director, 651-270-3752, mlavin@ymcastpaul.org.

- Parents are allowed to observe the program at any time without prior notice.
- Staff and volunteers should contact your family regarding program information through telephone, notes in backpacks, or in person. Computer communication (emails, chats) to children or families is not permitted (this excludes Day Camp Director and Executive Director).
- Staff and volunteers should not ask children to participate in other activities outside the YMCA unless previously cleared by the YMCA Executive Director and parent or guardian in writing.
- Staff and volunteers are not allowed to transport children in their own vehicles.
- Staff and volunteers are not allowed to baby-sit children (met through the YMCA) outside the program area unless previously cleared by the YMCA Executive Director and parents or guardian in writing.
- Staff and volunteers are not allowed to give special gifts to participants for any reason.

IF A STAFF OR VOLUNTEER HAS BROKEN ANY OF THE ABOVE RULES PLEASE REPORT THIS
IMMEDIATELY TO KATIE LOWE OR MIKE LAVIN.

MEDICATION AND ILLNESS PROCEDURES

- For the health and safety of all children in our programs please do not send your child to YMCA programs if they are ill. Please notify camp if she/he will not be attending.
- Children must be free from symptoms for at least 24 hours before returning to the YMCA and any contagious illness should be cleared by a doctor.
- Parents/Guardians must notify the Camp Director if their child contracts a communicable disease, as soon as diagnosed. When a communicable disease occurs, the YMCA will notify other participants in writing, including cause and symptoms.

ADMINISTERING MEDICATION

Medication must be sent in a prescription-labeled bottle. The staff may only dispense prescribed medications in the original container directions; that bears the original label displaying legible information stating the following:

- name of medication and child's name
- date of original issue
- directions for use
- prescription number and expiration date
- physician's name
- dosage and duration
- name and address of licensed pharmacy issuing the medication

BILLING AND PAYMENT INFORMATION

Full payments are due 1 week prior to your child's attendance. In order to accommodate your billing/payment questions, please contact the Customer Service Center at:

Phone: 612-230-9622 OR 612-822-2267

Fax: 612-465-0559

E-mail: Business.center@ymcatwincities.org

Address: 2125 East Hennepin Ave
Suite 100
Minneapolis, MN 55413

PROGRAM ACCESS

The YMCA is committed to the policy that all persons should have equal access to its programs, facilities, and enjoyment without regard to race, sex, gender, creed, color, national origin, religious affiliation, age and sexual orientation. The YMCA will accommodate special needs into existing programs to the extent that financial and physical resources permit. So we may provide a positive experience, please contact the YMCA if your child (ren) has any special needs requiring any accommodations.

DATA PRIVACY

The YMCA complies with state and federal privacy laws. Information gathered from the registration and health history forms is shared only with the YMCA staff.

In accordance with Federal law and U.S Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color national origin, sex, age or disability.

FORMS

YMCA of Greater St. Paul/Metropolitan Minneapolis

Medication Permission Form

(This form is NOT necessary for Bug Repellant Lotion or Sun Screen)

NOTE: YMCA Program Staff cannot administer medication of any type until this form is completed and signed. For prescription medications, both the parent, or guardian, and the physician must sign (prescription or prescription bottles can serve as the physician's signature). For over-the-counter medications, only the parent or guardian need to sign.

Participant's Name _____ Address _____

City _____ State _____ Zip _____

NOTE: Only the parent or guardian's signature is required for authorization for non-prescription, over-the-

counter medications; however, physician information should still be completed.

If medication needs to be administered during the session, the YMCA will retain the medication for the duration of the session and return any unused medication at the end of each session.

Medication _____

Condition for which medication is prescribed _____

Possible side effects _____

Instructions for use: DOSAGE _____

Method of administering (i.e., injection, inhaler, etc.) _____

Dates to be administered:

From _____ To _____ Time to be administered: _____

Does medication require refrigeration? YES _____ NO _____

(This Part to be filled out by Physician)

I have prescribed the medication listed on the reverse side for the child named and request that dosages needed during YMCA Program hours be administered by Program Staff.

X _____

Physician's Signature (For prescriptions NOT in original prescription bottle)

Physician's Business Address _____

Physician's Phone _____

Pharmacy Phone _____

Prescription # _____

X _____

Parent/Guardian Signature

Date

YMCA OF METROPOLITAIN MINNEAPOLIS

YMCA OF GREATER SAINT PAUL

CHILD RELEASE WAIVER

The YMCA of Greater Saint Paul conducts a sign-in and sign-out procedure with all children participating in YMCA programs in order to ensure to the extent reasonably possible that all children have a safe and secure experience. Adults authorized by each parent are expected to sign-out and return children from the YMCA program to their home.

I am requesting that my child be released from the YMCA program without adult supervision and be allowed to travel to his/her destination (whether by walking, biking or other) on his/her own. I understand that the YMCA cannot be responsible for my child's care or safety once he/she leaves the

YMCA program site. There are various dangers that exist between the YMCA and my child's destination including among others vehicular traffic, being lost or abducted, environmental hazards and injury from unsupervised activities. I also understand that the YMCA has not investigated or made any evaluation of the circumstances regarding the reasonableness of my plan for my child reaching his/her destination, including among others my child's maturity and the location of his/her destination in relation to the YMCA.

I request that my child be released on his/her own responsibility at the end of the regular program time. I understand the risks and agree to indemnify and hold harmless the YMCA of Greater Saint Paul from any and all responsibility and liability for my child after his/her departure from the YMCA program.

Child's Name _____ Program Name _____

YMCA Branch _____ Session/ Dates Attending _____

Time participant should arrive to the program _____

Times at which participant is allowed to sign themselves out _____

Parent's Name _____ Phone contact: _____

Parent Signature _____ Date _____

Only campers in Teen Quest, Teen Specialty Camps and the Leaders in Training Program can sign themselves out after a parent/guardian signs this waiver.