

SUMMER DAY CAMP PARENTHANDBOOK

YMCA YANKEE TRAILS DAY CAMP
AND
YMCA INDIAN VALLEY DAY

Indian Valley Family YMCA

A branch of the YMCA of Greater Hartford



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About the YMCA of Greater Hartford

YMCA OF GREATER HARTFORD MISSION STATEMENT

The YMCA of Greater Hartford is an association, open to all and committed to helping people develop their God given potential in spirit, mind, and body. Our commitment is based on the belief that the purpose of this threefold development is to live out the values of our Judeo/Christian heritage including Caring, Honesty, Respect and Responsibility.

THE GOAL OF OUR DAY CAMP PROGRAMS

The YMCA of Greater Hartford's Day Camping program is designed to help participants grow spiritually, mentally, and physically.

By using the YMCA facility, a natural camp site, and providing challenging activities in both small and large group settings under the guidance of caring, well-trained staff leaders, YMCA camping gives children an experience that lasts a lifetime.

SUMMER DAY CAMP PROGRAM OBJECTIVES

- To provide a safe and fun recreational environment.
- To develop friendliness among children and adults from different racial, economic and religious backgrounds.
- To help children adjust to group living and planning.
- To encourage children to express themselves creatively.
- To develop sportsmanship through supervised sports play.
- To expand children's spiritual horizons through application of Judeo/Christian principles to everyday living.
- To increase children's appreciation of nature and grasp of outdoor skills.

CHARACTER DEVELOPMENT:

All programs at camp are designed to promote positive values. The YMCA focuses on four primary character values, each of which is assigned a color that helps the campers and staff in the character education process. YMCA staffs are hired based on their commitment to accept and demonstrate these positive values in their own lives. The four values are:

- Caring (Red)
- Honesty (Blue)
- Respect (Yellow)
- Responsibility (Green)

40 DEVELOPMENTAL ASSETS:

The Assets are a framework that identifies crucial relationships, experiences, opportunities and personal qualities that children and adolescents need as they grow to become healthy, caring and responsible.

External Assets:

are positive experiences young people receive from the world around them. External assets identify important ways that families, schools, faith communities, neighborhoods and youth organizations can promote healthy development.

Assets:

- Support and empower young people
- Set boundaries and expectations
- Develop positive and constructive use of time

Internal Assets are those characteristics and behaviors reflecting positive internal growth and development of young people. The Internal Developmental Assets will help young people make thoughtful and positive choices and in turn, be better prepared for situations in life that challenge their inner strength and confidence.

Assets:

- Positive values and identities
- Social competencies
- Commitment to learning

About Our Camps

EXPERT STAFF MAKE IT FUN:

Counselors have all been carefully selected and have participated in our YMCA counselor staff training program so that we may provide your child with a safe, fun and enjoyable summer. Certified lifeguards/Swim Instructors will direct all the swimming sessions for our campers. We do criminal background checks and drug testing for all YMCA employees. Staff also participate in child abuse prevention training and are mandated reporters. Our camps have a ratio of 6–12 campers to one staff member depending on age of campers.

WHAT TO BRING TO CAMP EACH DAY:

- ◆ Backpack
- ◆ Bathing Suit
- ◆ Towel
- ◆ Sunscreen
- ◆ Lunch with ice pack
- ◆ Snack
- ◆ Water bottle
- ◆ A Smile!

All campers need to wear sneakers or closed toed shoes. Sandals and open toed shoes are prohibited for safety reasons. Campers are encouraged to wear a hat. Sunscreen should be applied at home. On rainy days, please pack rain gear and a change of clothes. All items should be marked with camper's name

WHAT TO KEEP AT HOME:

We encourage campers to learn to be responsible for their own belongings. We believe that certain items are best left at home to maximize your camper's experience. Campers may not bring cell phones, Walkman's/discmans/mp3 players, computer games, trading cards, insect repellent in aerosol spray cans, personal sports equipment, animals, matches, fireworks or knives. Any camper who brings weapons to camp will be suspended immediately. All YMCA camp sites are drug, alcohol and tobacco free facilities. Any camper found with tobacco, drugs or alcohol will be immediately suspended from camp. We are also interested in keeping a clean, healthy, image at our camp. Clothing with messages referring to tobacco, drugs, alcohol or sex is not permitted. The YMCA is not responsible for campers' lost or broken items.

LUNCH:

Pack each camper's lunch separately. All campers must bring a lunch and drink clearly marked with his/her name and an Ice Pack. Please do not send lunch boxes, as they are hard to store. Lunches will be refrigerated. Always pack a good, nutritious lunch for your child. Do not send food that needs to be heated. No glass bottles or containers, please. Remember to pack plastic forks or spoons if needed by child.

MEDICAL FORM & WAIVERS:

No child will be allowed to attend camp without a completed medical form and waiver form on file.

Updated medical form must be completed and signed by a physician or their designee that includes current medication orders and physical exam. This exam must have been given within 24 months of the camper's arrival date. Any camper who does not have said form into the YMCA office 1 week prior to the start of camp will not be permitted into camp.

MEDICATION AT CAMP:

Please use the Medication Permission form authorizing us to dispense medication. Medication permission forms need to be completely filled out and on file with the camp before medication can be administered.

We will need a written MEDICATION PERMISSION FORM signed by a doctor for the administration of the medicine with specific instructions as to quantity, time it is to be administered, name and phone number of child and any other directions.

Keep medicine in its original package prescription bottle, place with the permission form in a zip lock bag, labeled with child's name. Medication should be handed into camp staff upon arrival.

FIRST AID:

YMCA day camp staff participates in first aid training. In addition, camp employs the services of a first aid provider trained in CPR for the Professional Rescuer & Standard First Aid. In the event of camper illness or injury, the First Aid Provider will notify parents/guardians. Please keep sick campers home so that germs and illnesses will not spread to other campers and staff.

SUNSCREEN/SUNBLOCK AND/OR BUG SPRAY:

Sunscreen/Sunblock and/or bug Spray are not provided by the YMCA. To comply with state regulations, YMCA staff may only apply topical ointments if the parent supplies the lotion labeled with the child's name and accompanied by a state provided, signed permission slip. It is recommended that parents apply a first coat of sunscreen prior to the camp day. No aerosol cans allowed.

ABSENCES:

Please call between 8:00 and 9:00 AM if your child will not be in camp that day. It is extremely important for us to have confirmed absences. The YMCA cannot deduct days missed from your fee. When registering your child for any of the weeks of camp, we reserved a space just for your child. We make a commitment to staff, space and materials based on your registration. Therefore, if your child is absent from camp, no refunds will be made.

EARLY DISMISSALS

A WRIT TEN NOTE to the Camp Director is required stating the time of pickup if your child needs to leave camp early. No child will be released to anyone other than a parent and authorized pick-ups. All authorized persons on the pickup list must present a photo ID.

INCLEMENT WEATHER

Camp will operate on rainy days and extremely hot days. On hot days we make sure campers have ample opportunity to get drinks of water and be in the shade. Please send campers to camp with a water bottle.

LOST AND FOUND

Lost and found items accumulate very quickly. Please make every effort to label your child's belongings. Should items be lost at camp, have your camper look for their item at our lost and found area.

BEHAVIOR POLICY

At the YMCA we believe that the best way to deal with behavior issues is to provide a quality camp program. By keeping activities moving and well organized, we believe that many potential problems can be avoided. Disrespect towards staff or property, injuring other children or staff, disruptive behavior, bullying, stealing, leaving camp property, profanity, drug, alcohol, tobacco use and other serious infractions, will not be tolerated. If such a problem arises, the following steps will be taken.

- Verbal discussion with child.
- If inappropriate behavior continues, the child will be removed from the group for a specified time frame or privileges may be taken away.
- When there is a serious concern about a behavior or discipline problem, the directors will share their concerns with the parents and will make an effort to work with the parents to resolve the problem.
- If the problem persists, or a serious infraction has been made, the camper will be put on suspension or asked to leave the program.

YMCA CODE OF CONDUCT:

PARENTS: Please cooperate with us by sharing these camp rules and procedures with your children before they come to camp. Please share with your child the importance of good behavior patterns at camp and everywhere they go. The family's participation in these efforts is crucial. We want your child to have a wonderful time while keeping the program safe and enjoyable for everyone.

- Stay with your group at all times. Do not leave the group without permission.
- Respect and obey all staff. (Counselors, Aquatics Staff, and Camp Directors)
- Take pride in the YMCA and the equipment. Take good care of them.
- Be mindful of what words you use.
- Keep your hands to yourself. No fighting.
- Follow all aquatic rules. They are there to keep you safe.
- Follow the GOLDEN RULE: "Do for others what you would want others to do for you."
- HAVE FUN!

RULES OF CHARACTER:

Speak for yourself... not for everybody else. Show respect... every person is important. Listen to others... then they will listen to you. Avoid putting others down... who likes to be picked on? Take charge of yourself... you are responsible for you.

EVALUATIONS:

You will receive an evaluation form during the summer. We encourage all parents/guardians and campers to completely fill out the evaluation. This valued input and information is used to improve upon the programs and staffing to insure a safe and fun summer for all our campers and staff. Evaluations may be returned by mail or your child may return it to camp if they are participating in another session.

DAY CAMP/SPECIALTY CAMP REGISTRATION AND PAYMENT INFORMATION

- All previous YMCA accounts must be paid up to date.
- Registration forms must be completed in their entirety.
- Updated medical form must be completed and signed by a physician or their designee that includes current medication orders and physical exam. This exam must have been given within 24 months of the camper's arrival date. Any camper who does not have said form into the YMCA office 1 week prior to the start of camp will not be permitted into camp.

- 20% deposit per session per camper is for the purpose of securing a spot and as such is non-refundable and non-transferable.
- Payment Due Dates:
 - ◊ If the camping session begins in June the session is due in full no later than May 15.
 - ◊ If the camping session begins in July the session is due in full no later than June 15.
 - ◊ If the camping session begins in August the session is due in full no later than July 15.
- Cancellations after May 15th are eligible for a 50% refund of total session fees paid (less deposit). Refunds (less deposit) will be considered only after a written request.
- Cancellations after June 1st are not eligible for any refund.

FINANCIAL ASSISTANCE

The YMCA strives to serve everyone regardless of ability to pay. Financial Assistance information is available by contacting your YMCA.

YMCA STRONG KIDS CAMPAIGN

The Strong Kids Campaign is the foundation on which the YMCA of Greater Hartford accomplishes its mission of building strong kids, strong families and strong communities. It strengthens the YMCA's ability to provide values-based programs and activities to over 107,000 people in the Greater Hartford region, regardless of their ability to pay. Charitable contributions to the Strong Kids Campaign helps the YMCA to respond to the needs of individuals by creating opportunities to participate in programs that build healthy minds, spirits and bodies.

With your support, we are able to provide financial assistance to youth, adults and families so that they can participate in enriching programs such as wellness, child development, teen leadership, camping, theater and sports.

As a non-profit organization, the YMCA of Greater Hartford is grateful for the generosity of its donors. Please consider helping us by making a gift to the YMCA's Strong Kids Annual Fund today. You can make a gift online at www.ghymca.org or mail a gift to your YMCA. Your gift will ensure a brighter future for our community.

The YMCA of Greater Hartford is a not-for-profit, charitable 501 (c) (3) organization.

YMCA Yankee Trails Day Camp

YMCA Indian Valley Day Camp

Our Camps are Accredited by the American Camping Association (ACA) and Licensed through the State of Connecticut Office of Early Childhood (OEC)



LOCATION AND PHONE NUMBERS

YMCA Indian Valley Day Camp:

11 Pinney Street
Ellington, CT

Registration and main office: 860-871-0008 Fax : 860-871-2550

YMCA Yankee Trails Day Camp:

343 Plains Rd.
Tolland, CT

off of Rte. 32

Registration and main office : 860-871-0008 Fax : 860-871-2550

MAILING ADDRESS:

Indian Valley Family YMCA

11 Pinney Street

Ellington, CT 06029

860-871-0008

Email: Indianvalleyfamilyymca@ghymca.org Website: www.indianvalleyfamilyymca.org

CAMP HOURS (Monday through Friday)

Camp Indian Valley 8:30 AM – 4:30 PM

Yankee Trails Adventure Camp 8:30 AM – 4:30 PM

WHAT DOES ACA MEAN?

ACA accreditation is the best evidence parents have of a camp's commitment to a safe and nurturing environment for their children. Accreditation assures parents that camp practices have been measured against national standards and go a step beyond a state's basic licensing requirements.

CAMP LEADERSHIP

Justin Hicks, Senior Program Director at the Indian Valley Family YMCA, is responsible for YMCA Yankee Trails Day Camp and YMCA Indian Valley Day Camp. Justin is working on his Master in Camp Administration and Leadership through Gratz College. Justin has been involved with in the Summer Camp industry for over 11 years. Justin can be reached at justin.hicks@ghymca.org or 860-872-0008 ext 121.

DROP OFF / PICK UP PROCEDURE

When Dropping off at either camp please follow the signs and stay in your vehicle. If needed a health check will be performed before the camper is allowed to exit the vehicle. when picking up please have a sheet of paper on the dash of your car with the name of your child(ren) and your ID ready to show the staff.

SWIMMING

Swim activities are offered daily except in the case of thunder and lightening. Exceptions are made when a child is not feeling well or a child forgets their bathing suit. Campers do not have to participate in recreational swim but are encouraged to do so to “cool off” from the heat of the summer. On the first day of each session all campers will be given a swim test. This procedure allows the aquatic staff to decide which swim level the camper will participate in. The “buddy tag system” is used during recreational swim. “Buddy tag checks” are conducted throughout the swim time to be sure all swimmers are accounted for. Swimming lessons are available to Yankee Trials campers only. Lessons are taught by our counselors and do not, in any way, represent any formal Red Cross, YMCA, or any other swim lesson program.

PAYMENT SCHEDULE

- Campers attending Camp with session start date in June Payment due by May 15th
- Campers attending Camp with session start date in July Payment due by June 15th
- Campers attending Camp with session start date in August Payment due by July 15th

Refund Policy:

Our Refund Policy states that all deposits and one-time registration fees are non-refundable and non-transferable.

Cancellation prior to May 15th will be refunded less the \$50 deposit. Cancellation between May 15th and May 31st are eligible for a 50% refund less the \$50 deposit. Any refund requests made after May 31st will not be accepted, and all balances must be paid in full regardless if the child attends camp. All refund requests must be made in writing. If withdrawing due to a medical reason, a signed doctor’s note must be presented and a full refund less the \$50 deposit may be issued. All schedule changes must be made in writing at least one week prior to session start date

East Hartford YMCA

770 Main Street

East Hartford, CT 06108

860-289-6612

east.hartfordymca@ghymca.org

Farmington Valley YMCA

97 Salmon Brook Street

Granby, CT 06035

860-653-5524

farmington.valleymca@ghymca.org

Glastonbury Family YMCA

29 Welles Street

Glastonbury, CT 06033

860-633-6548

glastonbury.familyymca@ghymca.org

Indian Valley Family YMCA

11 Pinney Street

Ellington, CT 06029

860-871-0008

indianvalleymca@ghymca.org

Tri-Town YMCA

1321 Silas Deane Hwy .

Wethersfield, CT 06109

860-563-0604

tri.townymca@ghymca.org

West Hartford YMCA

12 North Main Street

West Hartford, CT 06107

860-521-5830

west.hartfordymca@ghymca.org

Wheeler Regional Family YMCA

149 Farmington Avenue

Plainville, CT 06062

860-793-9631

wheeler.regionallymca@ghymca.org

Wilson-Gray YMCA Youth and Family Center

444 Albany Avenue

Hartford, CT 06120

860-241-9622

wilson.gray@ghymca.org

YMCA Camp Chase

Unionville/Burlington, CT 06085

860-673-4321 May-September

860-653-5524 October-April

camp.chaseymca@ghymca.org

YMCA Camp Jewell

6 Prock Hill Road,

P.O. Box 8 Colebrook, CT 06021

888-412-2267

camp.jewell@ghymca.org

YMCA Camp Woodstock

42 Camp Road

Woodstock Valley, CT 06282

800-782-2344

camp.woodstock@ghymca.org

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