

YMCA SUMMER DAY CAMP

YMCA Summer Day Camp

Parent Handbook 2024

Welcome to the YMCA of Cape Breton Summer Day Camps! Summer Camp is a magical experience. We have a ton of exciting activities planned for the 2024 season and cannot wait to have your campers join in the fun. YMCA day camps emphasize fun, friendship, safety, and skill development. Each program is built on the foundation of our YMCA core values of caring, honesty, inclusiveness, respect, and responsibility. Everyone should make endless Summer camp memories – playing games, exploring the outdoors with friends, and discovering new skills!! At YMCA Summer Day Camps, children and youth can thrive in positive, safe environments. Within this handbook you will find all the information that you need to ensure your camper is ready for their first day of camp. Contact numbers, drop off procedure, packing lists, and the camper code of conduct are just a few of the many topics covered. If you still have questions after reading this document, please reach out!

Our Vision

Thriving communities where everyone can shine and feel they belong.

Our Mission

Connect and ignite the potential in people, helping them grow and give back to our communities.

Our Values

Caring, Honesty, Inclusiveness, Respect and Responsibility.



Communication

Positive parent-camp communication is the foundation of a memorable camp experience for your child. It is our commitment to deliver consistent communication to ensure that you and your child(ren) have a safe and fun camp experience. This year we are using **Weemarkable™!**

“We're making it easier for our YMCA Childcare families to connect to the small moments and big milestones of their child's day, through our YMCA app, **Weemarkable™**. It keeps your mind at ease and helps you share in the fun your child has throughout the day, with messages and photos, access to important childcare notices, educator observations, milestones, menu information and direct to educator messaging.”

Getting started on the **Weemarkable™** app:

- Download Weemarkable™ from the app store or google play store.
- Enter your email address - you will receive an email with a personalized code that will connect you with your child.
- Enter the access code into the app.
- Set up your personalized PIN
- Start connecting with your child's **Weemarkable™** moments

Any questions or concerns with anything regarding camp can be directed to our Camp Coordinator Caroline:

Email: caroline.wall@cb.ymca.ca

Phone: (902) 565-0280

Question regarding Financial Assistance please contact Pooja:

Email: pooja.pooja@cb.ymca.ca

Let's Keep in Touch:

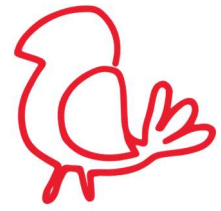
Weekly Camp Newsletters! You will receive a newsletter before your child is enrolled in Camp. Our weekly newsletter includes information regarding weekly themes, updated procedures, and Camp's participation in special events!



Meet our Children/Youth Coordinator:

CAROLINE WALL

Caroline oversees the communication between staff, campers, and parents. You can contact her with any questions or concerns you may have about camp.



Summer Camp Garden Program

Camp Day in the Life

(schedule with time and activities)



Activity	Description/Note
Drop-off/Free time	Drop-off takes place from 7:30-9:00 am. During this time campers will have the opportunity to take part in free play with their peers. Toys and equipment will be available during this time for children to use.
Outdoor Play	Campers will have the opportunity to participate in outdoor play at a local playground under the supervision of camp counselors (please refer to outdoor adventure policy). In the advent of adverse weather campers may instead attend the local library.
Craft or Activity	A craft or activity is planned each day for camp. Usually in accordance with our weekly theme, expect your camper to create artwork, try a new sport, practice yoga, conduct a science experiment and more!
Lunch	Lunch time takes place from 12-1:00pm to ensure campers have adequate time to eat. Once campers are done eating, they will be expected to clean up their lunch before participating in free play, group games and activities with peers and counselors.
Gym & Bounce House	During gym time, campers will have the chance to run around and burn off energy! Counselors will take out our children's toys and equipment and set up the bounce house for campers to use.
Pool	Campers will have the opportunity to participate in swim time under the supervision of both our lifeguards and counselors
Pick-up	Pick-up takes place from 4:00-5:30 pm. During this time campers can choose to participate in free play, activities with their counselors, crafts, group games and more!

Time and order of daily schedule varies based on group. Schedule is subject to change depending on numerous factors including weather, planned activities etc.



What to Bring to Camp

Each day your camper should be dressed appropriately for the weather, and bring the following along in a backpack:

Some important things to pack for a fun and safe camp experience include:



Sunscreen - must be applied before dropping off (counselors will reapply throughout the day).



Hat - help us keep the sun out of your camper's face.



Extra clothes - in case of emergencies.



Food and Water - lunch, snacks and water are NOT provided so please pack an adequate amount of food for your camper. (Lunches and snacks must be peanut free!)



Bathing suit/swim gear - campers will be in the pool every day! We have swim belts and life jackets here at our Y but if you would prefer to bring one from home you are welcome to do so.

We encourage families to label all their camper's belongings (first and last name) to prevent items from becoming lost.

What to Leave Home

Stuffed animals and blankets, Toys of any kind, Electronics (cell phones, iPods, Gameboys etc.), Nut products, Pokémon cards (or any trading cards.)



Lost and Found

Our staff is not responsible for lost or missing items.

We ask that all the items your child brings to camp are clearly labeled with initials or their last name. We have one designated lost and found. Lost items will be posted on **Weemarkable** at the end of the week. Any items not claimed by the end of the summer will be donated or discarded. We encourage your campers to be responsible for keeping track of their personal belongings. No toys or special items should be sent to camp.



Camper Identification & Outdoor Play Policy

Campers are placed into groups corresponding to a counselor before the start of the week. Each counselor completes frequent head counts of their group throughout the day to ensure all campers are present and accounted for.

We require all campers to **wear a pinnie** while outdoors. We use pinnies to help us easily recognize Y Campers. Campers are provided pinnies that correspond with their group. Campers will receive their pinnie on Monday, and it will be collected at the end of each day to be washed for the following day.

Local Field Trips include walks to local playgrounds and places of interest, i.e. Fire Station.

Away Field Trips are offered alternate weeks. Campers travel by school bus. **Permission Slips** for away field trips are sent home the Monday before the Friday trip.

Drop-off & Pick-up Procedure



Our hours for Drop off and Pick Up:

Drop Off: 7:30am-9:00am

Pick Up: 4:00pm – 5:30pm

The Frank:

Campers are to be dropped off in the Community Room. Parents are required to sign their child in and out of camp daily.

Eltuek:

Campers can be dropped off and picked up in room 405 in the Eltuek Arts Centre (down the hall from Cafe Marie).

Please note that if you are dropping off/picking up outside of our designated drop-off/pick-up times, you must call the camp phone Downtown Camp (902) 202-9809 or Eltuek (902) 202-9759 upon your arrival to coordinate a safe transition.



Late Departure Fee

If you or the person designed to pick up your child(ren) are going to be late, please notify Camp Lead immediately (902) 202-9809 (Downtown) or (902) 202-9759 (Eltuek). Parents who pick up their child after 5:30pm will be charged an additional fee of \$10 for every 10 minutes you are late. (We will provide one warning) This money will be paid directly to the staff person who must stay late with the child. We ask that parents adhere to our hours of operation and recognize that our staff also have other commitments. Parents who are consistently late may have their spaces terminated.

Media Photos

At Camp Y we love to document the fun we have during the summer! These photos will be used for Y Day Camp promotions. On the camp registration form you can check yes or no as to whether you grant us permission to use photos of your camper for these purposes. Photos will also be shared of the camper's day with parents and guardians in the **Weemarkable app.**

Movie Time

We may be watching a movie on days when we face poor weather including extreme heat and high UV index. For several of our campers, this down time is necessary as rainy days can create an overwhelming environment. When selecting movies, we choose family friendly movies/TV shows. If you have any family favorites or suggestions, we are always open to recommendations!

Lunch and Snack:

Campers are required to bring a nutritious and allergen-aware lunch, two snacks, and plenty of cool drinks.

Please be advised that we are a nut-free camp and a nut-aware property. While Camp maintains a nut free environment, the YMCA and Eltuek are not nut free facilities. To ensure the safety of our campers with allergies, we ask that you do not send your camper(s) with any nut products.

Eltuek - Lunch Options:

Summer Camp Menu

Monday: Mac & Cheese

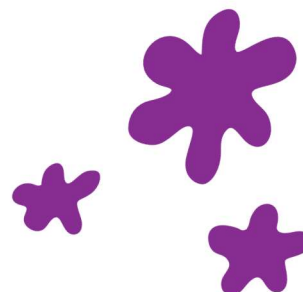
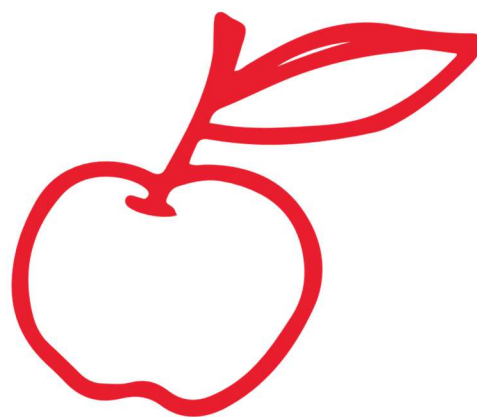
Tuesday: Cheese Pizza

Wednesday: Chicken & Bacon Wrap

Thursday: Ham and Cheese Sammy

Friday: Steelworkers Lunch* * cheese, biscuit, pepperoni, veg sticks, dip

- Cookie or fruit/veg with each camp lunch!
- \$10.00 per day.
- Order by Thursday PM for following week.
- Place your order with YMCA Camp Lead.

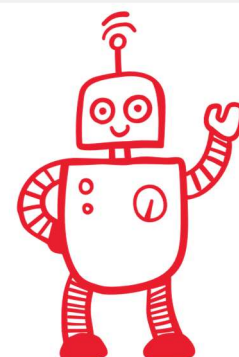


Y Camp Behaviour:

1. Talk with positive language!
2. Foul language, put downs and bullying will not be accepted.
3. Treat all equipment and supplies with proper care and respect.
4. Running and excessive shouting while indoors is not allowed.
5. Have a positive attitude and have fun!

Listed below are the **disciplinary procedures** for campers who are exhibiting unacceptable behaviour. Depending on the severity of the behaviour, we may skip a particular step (*i.e aggressive behaviour will not be tolerated*).

STEP	ACTION	DETAILS
Incident 1:	Verbal Warning	Counselor will go over behaviour with the camper(s) to discuss why it might be disruptive/harmful for other campers or staff and what we can do to make it right!
Incident 2:	Alternative Activity	Camper(s) may be removed from other activity and provided with an alternative activity to allow emotions to regulate. Another conversation will be held between counsellor and camper explaining how behaviour can improve.
Incident 3:	Written Warning	If behaviour continues, a warning will be given to the parent or guardian. Either the Camp Lead or Supervisor will speak with the child and their parent/guardian at pickup to discuss behaviour and possible solutions. A behavioural incident report will be given that will need to be signed by a parent or guardian and returned to staff.
Incident 4:	Meeting	If behaviour persists, our camp coordinator will work closely with parents or guardians to provide solutions that seem best fit for each child to be able to have a positive experience in Y Camp. If disruptive or violent behaviour continues, the child may be removed from Y Camp.








Swim Safety

Camp goes swimming every afternoon and ensuring the safety of our swimmers is our number one priority. During swim time, trained lifeguards will be present to monitor the pool deck as well as our camp counselors who will be in the pool with your campers during swim time.

Every camper must complete a swim test on their first day of camp. The Y lifeguards are specially trained in assessment and will determine your camper's swimming ability. After completing the swim test each camper will be assigned a coloured bracelet coordinating with their swim ability.

-  **Red** - New swimmer, always needs a flotation device.
-  **Yellow** - Intermediate swimmer, requires a flotation device when in the deep end
-  **Green** - Experienced swimmer, does not require a flotation device

These bracelets must be kept on throughout the entire week to ensure a safe and smooth swim time experience for campers. Bracelets will be removed after swimming on Friday afternoon. If your camper is attending multiple weeks of camp, they will be assigned a new bracelet on the Monday of each week.



Sun Safety

Outdoor play is an important component in our children's programs. There are many benefits to children's development and learning when children are encouraged and supported to spend sufficient time outdoors; however, outdoor play does present environmental risks. At the YMCA of Cape Breton, we prioritize safety in our programs and therefore, have procedures in place to mitigate the risks of sun exposure.

Procedure:

All staff are encouraged to lead by example. This means practicing and modeling all precautions expected of children. For example: wearing sunscreen and protective clothing, having access to water, and utilizing shaded areas.

Children should have access to water when outdoors. A child should carry a water bottle with them when going outdoors and during the day they should be encouraged to refill it.

All children are required to wear hats in the sun.

All children are required to bring sunscreen with them and arrive with sunscreen applied. Sunscreen is reapplied by camp counsellors throughout the day, especially after becoming wet or sweating.

Environment Canada's UV Index report is used to determine outdoor usage and best practices when outdoors. See chart below.

All trip destinations have shade available on site. In cases of extreme weather walking trips and outdoor trips are shortened in duration or canceled altogether to ensure children's safety.

UV Index	Procedure
Moderate (3+)	All children have hats, and children apply (with adult support) adequate sunscreen with a SPF of at least 30 on all exposed skin before going outside.
High (6-7)	Staff must reduce time in the sun between 11am- 3pm.
Extreme (8-11+)	Time in the sun should be avoided.

Allergies & Medical Conditions

If your child requires medication to be administered during the camp day or carries emergency medication i.e. EpiPen you will be asked to fill out a medical form at drop off.

Camp staff will collect medication at the beginning of each day, and it will remain in possession of your child's counselor for the entirety of the day. Our counselors use fanny packs so they will always have the medication with them.

Please note any other important medical information on the registration form.

In a medical emergency: lifeguards, parents/guardians, and first responders (if necessary) will be notified immediately.



Head Lice

Head lice is a rite of passage we all hope to avoid. Y Camp recognizes that head lice are a concern, and we make every effort to prevent the spread of lice. As a result, Y Camp has implemented policies in an aim to reduce the spread of lice at camp.

Firstly, our lice motto is 'Hair Up, Hats On!' If your camper has long hair, we suggest keeping it in a ponytail and wearing a hat while at camp.

Secondly, no stuffed animals or blankets from home will be allowed to come to camp as these items can be carriers.

Finally, we want to encourage communication about lice. We ask that you notify the camp coordinator if your child has lice at any point throughout the summer. Please help us reduce the spread of lice by keeping up the communication with us. We have an open-door policy, and we respect everyone's privacy.



Camper Care

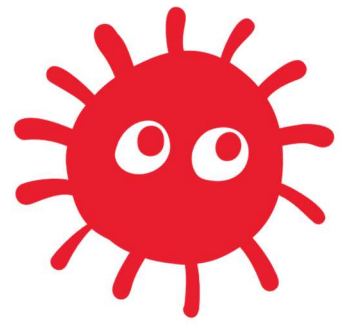
It is our top priority to ensure your camper(s) have a safe and fun experience at Y Camp. Which is why all camp staff complete a week of training before camp starts. We require that camp staff complete the following trainings and courses:

- First Aid and CPR
- High five - Principles of Healthy Childhood Development
- YMCA Emergency Procedures
- YMCA Child Protection Training
- Bounce House Safety
- Pool Safety
- YMCA Camp policies and Procedures

All YMCA staff are also required to have current First aid and CPR, clear criminal record checks and child abuse registry checks.

Our Lifeguards complete all required training prior to lifeguarding at the YMCA.





Illness Protocol

Children may not attend camp if they have:

- A temperature of 101 degrees Fahrenheit (38.4 degrees Celsius).
- Not been fever free for 24 hours.
- Vomited while at camp or within the last 24 hours.
- Diarrhea (abnormally loose, watery bowel movements that are much more frequent than usual)
- Been on prescribed medication for less than 24 hours for a condition requiring exclusion from the program according to the Communicable Disease Program.
- A rash that has not been identified by a physician to be determined as not contagious or that is worsening.
- Have a severe cold with fever, sneezing and heavy nasal drainage that affects their mood and ability to participate in the program.

The health and well-being of our members and staff is of utmost importance to us. Therefore, if your child is showing symptoms of illness, please make alternate childcare arrangements. Our "Common Childhood Diseases Chart" has been created by Nova Scotia Health Promotion and Protection. We ask you to adhere to the return (to childcare) dates given if your child develops any of the symptoms/diseases listed. Parents must develop back-up plans for their child's care in case of illness.

***If your child becomes ill during camp hours, a parent/guardian will be notified immediately to pick up your child. The child will remain in the care of our support staff until a parent/guardian arrives.**

Health and Wellness

The promotion of healthy development is fundamental to the YMCA. We know this is important to parents, therefore, please do not bring a sick child to any of our child care programs. A parent or emergency contact will be called to pick the child up should a child become unwell or develop symptoms while in program. We ask that your child be kept at home until all symptoms of the sickness disappear. We may ask for a doctor's note before re-admitting a child to our program. Children must be well enough to participate in all of our daily routine.

Our common Childhood Diseases chart has been created in association with our YMCA Canada Child Care medical advisors. Should your child develop any of these symptoms/diseases, please adhere to these guidelines when returning your child to our care. **See chart on following page.**

Common Childhood Diseases

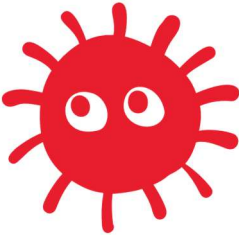
Disease	Symptoms	Return Date
Fever	The degree of fever is not as important as the child's behavior (cranky, fussy, irritable, sleepy, lethargic). Look for a rash or other signs of illness. If the fever exceeds 39C or 102F, the child should see a doctor.	24 hours after the last fever and the child is well enough to participate in all parts of the program.
Vomiting	Vomiting/upset stomach	24 hours after vomiting has stopped and child is well enough to participate in all parts of the program
Colds	Stuffy or runny noses, sneezing, watery eyes. Thick greenish discharge usually indicates an infection.	When the child can participate in all parts of the program
Flu	Sore throats, muscular aches, fever, chills, vomiting, and diarrhea can be involved.	When the child can participate in all parts of the program.
Diarreal Diseases	Abnormal loose stool	Diarrhea can be infectious. Children should be kept at home until diarrhea stops (24hrs symptom free)
Strep Throat	Red and painful throat, fever, swollen neck glands, white patches on tonsils	48 hours after antibiotics have started
Pink Eye	Tears, redness of the eye lining, irritation, followed by swelling and puss discharge	48 hours after antibiotics have started
Impetigo	Spreading sores which can develop golden colour crusty area. Little dot like sores spread around the original sores. Can appear on face, hands, legs and buttocks.	48 hours after antibiotics have started
Chickenpox	Very itchy rash starts with pink bumps. Watery discharge	5-6 days after rash appears. When chickenpox have scabbed over.
Pertussis (whooping cough)	Intermittent spasms of coughing: leads to choking and or vomiting, causing reddening in the face.	After 5 days of treatment
Head Lice	Sever itchy scalp, eggs or nits which are tiny pearly white objects that stick to the hair shafts. *Check other children and family members.	Day after treatment begins and all nits have been removed from hair.
Meningitis	Fever, headache, neck pain or stiffness, vomiting, (quick onset) flu like symptoms	When a physician gives a clear medical report

Mumps	Large swelling from face to neck, jaw, and in front of ears. Often accompanied by cold like symptoms	9 days after swelling begins.
German Measles	Fever, cold-like symptoms followed by fine red rash, swollen glands behind ear.	5 days after rash appears
Red Measles	Fever, cold-like symptoms followed by bright red rash, swollen glands behind ear	5 days after rash appears
Hepatitis	Viral infection of the intestinal tract. Causes fatigue and nausea, flu like symptoms	One week after illness appears.

Medication

Day Camp Staff is authorized to dispense medication only after the necessary forms are completed and signed by the parent.

- Prescription Drugs – may be administered as ordered by the physician, and as stated on the original (readable) prescription container for the child, once a YMCA **Medication Permission Form** has been filled in by the Parent.
- Non-prescription Drugs- may only be administer by YMCA Staff if the medicine is supplied in the original container and the parent fills in and signs the YMCA Medicine Permission Form to be kept on file.
- Parents must send dispenser/measuring utensils along with any medication.
- Medication of any kind is not to be left in a child’s backpack or cubby! All medication should be given to the child’s camp counselor. All medication and medical supplies must be properly stored in a locked cupboard or locked box in the refrigerator.



Termination of Childcare Space

The Y recognizes that some summer camps are not appropriate for all children. Many supports are put in place to create a happy and successful placement for all children. In cases of severe behavior issues, it may be necessary to terminate the camper from the childcare space. A decision to terminate a child's space will be made in consultation with parents and staff. The Y's priority is for the safety of all children in its programs.

Custody Arrangements

Parents are asked to explain custodial arrangements when enrolling their children in Summer Camp. When special circumstances apply such as parent denial of access to one parent, we ask that you provide written documentation of custody and access schedules issued by the court.

Cancellation Policy

Requests for changes or cancellations will be accepted until July 1, 2024. All requests must be emailed to Caroline.wall@cb.ymca.ca. Once approved, you will receive a refund for funds paid up to that date less a \$25.00 deposit per week.

Please note refunds can take up to 4 weeks to process.

There will be no refunds or cancellations accepted after July 1, 2024; after that date all registrations will be final and you will be responsible for full payment, regardless of attendance. Failure to pay in full will result in your account being sent to collections and restrict future registration to all YMCA of Cape Breton programs.

The full fee will apply to all sick or non-attendance days.

Financial Assistance

As a charity, the YMCA provides Financial Assistance with generous donations from businesses and individuals in our community.

Contact the YMCA for details.



**YMCA Financial
Assistance Program**
ACCESS FOR ALL