



## WELCOME TO CAMP G.R.A.C.E.

We're excited that you've chosen Camp G.R.A.C.E. Camp is such a wonderful time for kids. It is a time of growth and fun, trying new things, playing games, relaxing, and just being able to be a kid. As a camp kid myself, so many of my favorite childhood memories are from summer camp and I consider it a privilege to be a part of helping your child make those same kind of memories.

With that being said, we understand that going new places and trying new things can be challenging for some kids and nerve-wracking for some parents. We want you to be entirely aware that your child's safety and well-being are our very first priority. We do not take it lightly that you are entrusting us to take care of your child while at camp. Always feel free to let us know if you have any questions, concerns or need anything as you are preparing for camp. Please know that here at Camp G.R.A.C.E we love open lines of communication so that we can work together to help your child be successful and have a wonderful experience at camp!

### CONTACT US

Camp G.R.A.C.E.

Office (919)815-1242

Camp Director: Carrie, Weatherman (919)845-3820

Carrie.Weatherman@ymcatriangle.org

Join our closed facebook group at for updates <https://www.facebook.com/groups/2186349574928760/> on the program.

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## CAMP G.R.A.C.E. ORIENTATION

Date: June 22nd

Time: 10:30a.m. - 11:30a.m.

Location: Thunderdome

## **COMMUNICATION**

### **Communication Cards**

Each afternoon you will receive a communication card from your child's counselor letting you know how the day went. This is a great tool for you to see what your child did at camp and to help you ask questions about the day

### **Email Address on File**

Be sure to update your online account with an accurate email address. The week prior to your child's first day of camp you will receive an email which will include a calendar of events that will let you know what is planned for camp each week including swim times, dress up days, as well as special activities and events.

### **Parent Participation**

The Y believes strongly that parent participation is a key ingredient in a quality program. We encourage you to visit camp to see how your child spends his/her time with other children and Y staff, discuss any problems or ideas with the camp director, including situations at home, scheduled events or happenings at school. Frequent communication will assist us in more fully meeting the needs of your family.

### **Parent Input**

The YMCA conducts annual surveys to gather parent feedback, so that we can continually improve our programs. We appreciate your input.

If you have concerns about staff members or our programs, please share this information with us. Contact your site director, or call the YMCA Confidential Hotline at 919-719-9690.

And please know we'd love to hear from you if you see our staff doing extremely positive work, too.

### **Parent Visits**

Please feel free to stop by at any time during our program hours. Parents and other visitors are always welcome at camp. For the safety of our campers, please speak to a staff person before visiting. If you feel that your child would be distracted by your visit, please take that into consideration before stopping by. We encourage parents to take advantage of Family Day as an opportunity to see camp in action.

### **Written Notes**

Parents should write a note in instances of:

- Early pickup
- Pickup by someone other than designated party
- Medication needs (Please review the "Health & Safety" section inside.)
- Modified activities, extra help or additional support for your child

### **Custody**

Please alert the YMCA Camp office of child custody arrangement. It is imperative that official, current court documents be in your child's file if custody or visitation is a concern. Without court orders, we cannot withhold a child from a parent. Based on the information that you share with your director, he/she will tell you if additional documentation is required.

The parent(s) who registers the child for enrollment is responsible for payments. We cannot sub-divide fees and establish multiple accounts.

## WEEKLY PROGRAMMING

All Summer Day Camp programs are closed on July 4.

### Daily Schedule

9 - 9:30 a.m.	Rides In
9:30 - 9:50 a.m.	Morning Assembly
9:50 - 10:20 a.m.	Activity 1
10:20 - 10:35 a.m.	Snack
10:35 - 11 a.m.	Activity 2
11 - 11:25 a.m.	Activity 3
11:25 - 11:50 a.m.	Snack & Change
Noon - 1 p.m.	Swimming
1 - 1:30 p.m.	Lunch
1:30 - 1:50 p.m.	Devotion
1:50 - 2:10 p.m.	Afternoon Assembly
2:10 - 2:30 p.m.	Rides Out

### Examples of Activities

Activities will be adapted to suit Social Skills sessions. Some potential activities include: scooters, soccer, slip-n-slide, creative arts, bean bag games, tag, painting, sensory activities, dancing, scavenger hunts and more!

### Family Days

Family Days are an important part of each camp session. Family Days begin with a parent breakfast and a presentation about the session. After the breakfast, parents are invited to join us for our assembly. Families are then invited to take part in our activities for the day.

Family Days are held on the last Friday of each session. An invitation will go out during the camp session.

Family Day Dates:

Social Skills 1: 7/5/19

Social Skills 2: 8/2/19

Building Blocks 1: 7/19/19

Building Blocks 2: 8/16/19

## SOCIAL SKILL SESSIONS

Social Skills sessions are designed for children who do not require one-on-one assistance as we will be operating on a 1:3 ratio. The focus of this session will be on activity skill building and navigating social situations. We will work on building character and focusing on teamwork and sharing.

Participants of these sessions should be able to do the following

- Communicate clearly
- Follow complex directions
- Participate independently in group activities
- Independent self-help skills (toileting, eating, etc.)

### What to Wear

- Dress appropriately for the outdoors, play and the weather.
- All shoes must be closed-toe. Sneakers are recommended.
- A cap or hat for sun protection is advisable.
- All clothing should be clearly marked with the child's name and phone number.

### What to Bring

- 2 snacks, drinks (water preferred), and a lunch\*
- Bring or wear a bathing suit everyday
- Towel
- Shoes that can get wet
- Change of clothes (including underwear/pull-ups or diapers)
- Any communication or transition tools your child might need

We cannot refrigerate or heat up snacks and lunches. Please label all of your child's belongings

Toys, personal listening devices, portable game devices, cell phones, trading cards, stuffed animals, pets and money should stay at home. The YMCA is not responsible for lost, stolen or broken items.

### **Character Development**

At the YMCA, we believe in reinforcing good behavior and teaching our campers the importance of our five core character traits: respect, responsibility, caring, honesty and faith in God. We recognize good character at camp by pointing out campers who display these traits throughout the day through incentive programs like bead necklaces.

Devotions are a daily time for campers to reflect on goals, experiences and positive behaviors. If you have questions about this part of our day, please talk with your child's camp director.

### **Swimming**

Campers will swim every day at Camp G.R.A.C.E. (weather permitting) in our outdoor pool. Campers are required to wear a PFD (personal floatation device) provided by the Y, unless he/she passes the YMCA swim assessment. Swim assessments are given on the Monday of camp.

## **HEALTH & SAFETY**

### **Medicine Procedures**

Please do not pack medication with your child's belongings. Parents (not the child) must bring necessary medications to the program office. Medications must be in their original containers with written instructions for dispensing. A [Medication Distribution Form](#) (available on our website [YMCATriangle.org](http://YMCATriangle.org)) must be provided for staff to dispense all over the counter medications including topical ointments, teething gel, diapering creams, insect repellents, lotions, sprays, creams, powders and sunscreen (spray or lotion).

Generally, children are prohibited from having medication with them, unless the medication is dispensed on their person (such as an insulin pump) or a doctor has specifically indicated in writing that the child may self-administer and safety precautions are met for the safe handling of

the medication. If a doctor has given this written permission, a copy must be provided to the YMCA. A parent or guardian must give the medication to program staff.

For safety reasons, all medications are stored and locked in the program office.

**Notice:** For those children who may require injections, medications that require insertion into a body cavity, and/or have other special medical needs, the YMCA will consider all requests for reasonable modifications to its program, including meeting with parent(s) or guardian(s) of such children to discuss such modifications, and strive to develop a mutually acceptable plan designed to address the medical circumstances of each child, provided that the requested accommodation does not amount to a fundamental alteration to its program. For additional information, reference the YMCA Youth Information Form and Parent Manual

### **Absences**

If your child is sick or unable to attend camp for any reason, please call the camp cell phone or let the staff know at pickup the previous day. This helps us make sure all our campers are safe. If your child is not at camp, you will receive a phone call from one of our staff members.

### **When to Stay Home**

Please do not send your child to YMCA programs with any of the following symptoms:

- Sore throat
- Excessive coughing
- Diarrhea or vomiting
- Fever
- Head lice
- Undiagnosed rash, sore, or other skin condition
- Any other contagious disease or symptom

A child must be fever-free and have stopped diarrhea and vomiting for a full 24 hours before returning to the program. A physician's note may be required before re-admitting a child to the program.

### **Illness & Emergency Procedures**

If a camper becomes ill during the program day and is unable to participate in activities, the parent or guardian will be notified. If a camper is hurt, a member of the staff or an authorized person will administer immediate first aid. If the situation should require immediate medical attention, the program director or member of the staff will attempt to contact and inform the parent or guardian as soon as possible. In the event they cannot be reached, the emergency contacts will be called. The director or another staff member will call the designated physician and/or local emergency response for treatment or transportation to the hospital. A staff member will accompany campers to the hospital and stay with him or her until the parent or guardian arrives.

### **Inclement Weather**

In the event of severe rain, lightning or other unsafe conditions, camp activities will be modified as necessary to ensure the safety of participants.

- On **CODE ORANGE** days, outdoor activities are modified with frequent water breaks and play in shady areas.
- On **CODE RED** days, activities are modified with field trips or indoor play depending on the program site.
- Severe weather may affect the pickup process. In cases of driving rain and/or lightning, staff will keep children sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of YMCA children and staff is our first priority.
- Parents may come inside or into the sheltered areas at their own risk to pick up their child during severe weather conditions.

## **Drop Off, Pickup and Transportation**

### **Pickup Procedures**

At pickup time, children will only be released to parents, legal guardians and those designated as emergency contacts with pickup on you child's account. Drivers must display YMCA pickup cards or photo identification.

If you plan to have anyone else pick up your child, you must notify a youth director or office manager in writing.

Parents who drop off or pick up children outside of scheduled times must sign the child in and/or out at the program office.

Severe weather may affect the pickup process. In cases of driving rain and/or lightning, staff will keep children sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of YMCA children and staff is our first priority.

The YMCA staff do not buckle children of any age into their car seats or fasten seatbelts, even when requested by the parents. We do make every effort to be efficient in the rides out line and will provide parking spaces or pull up space for a parent who needs to pull up so they can secure their own child.

### **Rides In & Out Procedures**

**Rides In** is 9a.m.-9:30 p.m.

**Rides Out** is 2 – 2:30 p.m.

Parents may check campers in or out at any time during the day by stopping at the camp office.

Rides In/Out is located in the YMCA parking lot next to our camp fields. Parents typically arrive from Cox Avenue and turn up Flint Place at the YMCA Rides In/Out sign.

Counselors will assist your child out of the car and with their belongings to check them in. During this time, you do not need to park or leave your car.

If you are unable to drop off or pick up your child during the designated times, please check them in/out at the camp office located inside the lobby of the YMCA.

## **Pickup Cards**

To ensure the safety of participants, parents will receive pickup cards. Clearly print your child's first and last name on the card and display it on the car windshield at pickup time. YMCA staff will question anyone who attempts to pick up a child without displaying a card. If you need additional cards for others, please ask at the program office. If a questionable situation arises, staff will hold the child until a parent has been contacted. A driver's license may be requested for identification.

## **Pickup Late Fee**

A late fee is charged for children picked up after the last pickup time. The late fee is \$5 for the first 10 minutes past pickup time and \$1 for each additional minute thereafter. Two staff members will remain with the child until a parent arrives.

## **Staff**

The YMCA prides itself in hiring quality staff that embody our mission and have a passion for being a positive role model for children. Many of our counselors are high school and college students. Staff members are selected through a comprehensive application and interview process, and often have previous experience in other YMCA programs.

Each staff member completes a minimum of 30 hours of staff training that emphasizes the importance of safety, child development and fun. The YMCA strives to maintain a 1:2 ratio for Camp G.R.A.C.E.

We want you, as a parent or guardian, to know about staff behaviors that we consider appropriate, such as side hugs, high fives, praise, program-related discussions. Examples of inappropriate behavior include lap sitting, full front hugs, rough play, profanity, harassment, overly personal discussions, receiving personal gifts from counselors.

## **Outside Contact Policies**

During staff time off or when no longer employed with the YMCA, these persons are private citizens and are not subject to our employment rules and procedures. Knowing this, we instruct our staff that any contact with campers outside of our programs, whether in person, by phone or online, can only happen with the express approval and involvement of the camper's parent or guardian.

## **Babysitting Policy**

It is our policy not to endorse or recommend staff as babysitters. Any babysitting arrangements with present or former YMCA staff shall be based on the judgment of the parent or guardian. For the complete YMCA of the Triangle babysitting policy, please see our Youth Information Form.

## **Inclusion**

We're committed to providing equal opportunity and access to all children.

YMCA of the Triangle does not discriminate against any individual on the basis of a disability or on the basis of any individual's association or relationship with an individual with a disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations offered at any of its locations. The YMCA of the Triangle will make reasonable modifications for individuals with disabilities upon request from them or, if the disabled individual is a child, from the child's parent or guardian, unless such a request amounts to a fundamental alteration of the relevant program (i.e., child care, camps, before and after school programs, classes and recreational programs). The provision of reasonable modifications is not limited to urgent, non-routine situations, and YMCA of the Triangle will make individualized determinations based on

the specific facts of each request and will not apply a general prohibition against providing particular types of reasonable modifications.

## **Behavior Guidelines & Policies**

The below policies are standard across all YMCA programs. At Camp G.R.A.C.E. we understand that our program requires flexibility and accommodations to these expectations. We will utilize all of our resources to make sure your child is successful at camp; however, there are circumstances that may result in disciplinary action.

### **Camp G.R.A.C.E. Rules of Fun**

To ensure that our programs are safe, pleasant, and fun-filled for all children and staff, our Camp G.R.A.C.E. Rules of Fun are clearly communicated every morning and referenced throughout the day. Our rules are:

- Be a friend
- Keep hands, feet and mouth to yourself
- Speak nicely
- Follow Directions
- Always Try
- Have Fun!

### **An Emphasis on the Positive**

We realize that the single most effective behavior management tool at our disposal is an emphasis on positive behavior and good effort/participation. Our counselors are trained to constantly look for opportunities to praise or otherwise reinforce positive behavior. Common reinforcers include but are not limited to: verbal praise, high fives, hugs, or camp-wide recognition (such as Camper of the Day awards). Additionally, we want to communicate positive behaviors with parents.

### **Camp G.R.A.C.E. & Home Partnership**

At Camp G.R.A.C.E. we know that the best way to serve your child is through a positive working relationship between the camp program and the family. With that being said, we ask that you please be honest and upfront with us about behavior, challenges or goals concerning your child. This communication allows us to modify camp to best suit your child. As a

camp, we also strive very hard to communicate successes and challenges with you as we work with your child everyday.

### **Behavior Expectations**

- Use appropriate language at all times
- Cooperate with staff and follow directions
- Respect other children, staff, equipment, facilities and self
- Maintain a positive attitude
- Stay in program areas - running away is not acceptable
- Participate successfully within Camp G.R.A.C.E. staff/child ratios

### **YMCA Discipline Procedures**

The YMCA does not condone or permit:

- Corporal punishment
- Ridiculing, threatening or using an inappropriate, loud voice
- Leaving children unsupervised
- Use of profanity

### **Suspension/Expulsion**

While it is our hope that these procedures and a strong YMCA-home partnership will promote positive behavior (and minimize behavior problems), serious or chronic disciplinary problems can occur. In these cases, suspension or expulsion may be necessary. The YMCA maintains a zero-tolerance policy with respect to sexual misconduct, alcohol/tobacco/drug use, and weapon possession. Campers in violation of this rule will be sent home immediately. If your child is suspended from one YMCA, he/she will not be allowed to attend any Y program during the suspension.

### **Behaviors which may result in immediate suspension or dismissal:**

- Any action that could threaten or pose a direct threat to the physical or emotional safety of the child, other children, or staff. Prohibited conduct may include but is not limited to: abusive jokes, insults, slurs, threats, name calling, bullying, or intimidation
- Fighting
- Possession of weapon of any kind
- Vandalism, destruction or theft of YMCA property or property of others
- Possession or use of alcohol
- Possession or use of controlled substances unless under the prescription of a doctor

- Running away
- Biting

## **YMCA Discipline Procedures**

If a youth is unable to meet established behavior expectations, YMCA staff will follow these disciplinary procedures below. The YMCA staff desire to partner with families of the youth in our care. If at any time you have concerns about your child's behavior or success in our program, please do not hesitate to reach out to your Youth Director to set up a conference.

- Conversation between staff and youth to discuss behavior and reset expectations.
- Staff will first use positive reinforcement and redirection to redirect a youth's behavior. If this is ineffective, staff may use a timeout as an opportunity for the youth to take a break from the behavior before rejoining the group.
- Staff will communicate with parent/guardian if/when youth is not following established YMCA rules. This communication may be at Rides Out, over the phone or via a parent conference.
- If positive discipline and redirection are ineffective in changing the youth's behavior, the Youth Director may suspend the youth. Length of suspension will be determined based on each individual situation. Factors such as type/severity of behavior, behavior history, age of youth, etc. will be considered when determining the length of suspension.
- If the youth continues to have challenges after a suspension, the Youth Director may set up a conference with the parent/guardian to develop a behavior plan for the youth.
- If suspensions nor a behavior plan are effective in changing the child's behavior, the child may be dismissed from the program. Dismissal from the

program for disciplinary reasons could result in permanent removal from all YMCA programs.

## **Special Circumstances**

Every child has unique needs. We can serve your family better when we know those needs. The Y is an inclusive, welcoming space dedicated to serving children and families in a way that meets those needs. Your child's success at the Y is our top priority. Therefore, if you have a request or a medical need, please contact us so that we can work together to create the best experience for your child. By providing information regarding the strengths and needs of your child, the staff can prepare helpful accommodations which will provide your camper with a successful experience in our programs.

Upon being informed of such circumstances, the Program Director or other staff member may request a meeting to gather more information and discuss the accommodations that can be created to successfully include your child.

## **Bullying & Conflict Resolution**

Bullying is an unwanted behavior that involves a power imbalance. Here at the Y our goal is to stop bullying, and we encourage our participants, parents, and staff to be Upstanders. An Upstander is one who recognizes when something is wrong and acts to make it right. If there is disclosure, discovery, or suspicion of bullying we will handle each instance case by case and with care. At the Y we are building a caring, respectful, honest, and responsible community for all; the safety of our program participants is our main concern.

Conversely, we define conflict as a disagreement or argument in which both sides express their views and there is an equal power balance. We believe conflict with resolution is a natural and important part of Youth Development. Conflict can be constructive if managed in the right way. We will identify and resolve conflicts in a healthy and proactive fashion. The conflict resolution skills we learn and practice will make a positive impact in our Y programs and in every child's future.