



YMCA SUMMER CAMPS FAMILY HANDBOOK



YMCA OF GREATER NASHUA

*All information in this handbook is subject to change.
v2.26



Dear Parents,

Welcome to the YMCA of Greater Nashua Summer Camps!

Starting with Camp Sargent in 1924, thousands of youths have come to us for an experience that leaves them feeling confident, learning new skills, and making friendships that last a lifetime. Through our core values of Caring, Honesty, Respect, and Responsibility, adventure awaits! We cannot wait for you and your kids to be part of it this summer!

When thinking about our camp experience, the first thing you need to know is that we are a community of people who come together every day to bring out the best in each other. When your camper comes to our camps, they will feel like they belong as they become part of the Y family. Camp friends are just different from other friends!

At the heart of the camp experience is a building up of confidence through competence. While at camp, your camper will: try things they have never done before, set goals and work to accomplish them, and build skills that can create lifelong interests and pursuits. Through all of those things, our staff will make sure their success is celebrated and their challenges are a moment of learning. By going through these experiences, campers learn the importance of perseverance and translate the skills they have gained back into their life outside of camp.

As you look through this guide, we challenge you to think about the possibilities! What will trying something new look like for your camper? What do they enjoy and want to get better at? What do you want them to learn in their time with us? Away from screens and with caring adult role models, we are ready to help your camper grow all summer long!

From Our Team to Yours,
The Camp Directors

OUR MISSION

The YMCA of Greater Nashua's camping programs provide a high-quality day camp experience for a wide range of community youth and teens with diverse needs and interests, in a safe, fun, and age appropriate environment where campers develop self-confidence, social skills, and healthy habits.

YMCA OF GREATER NASHUA DAY CAMPS

YMCA CAMP SARGENT

141 Camp Sargent Road, Merrimack, NH 03054
(603) 966-8847

Assistant Director: Dorinda Mulcahy - dmulcahy@nmymca.org

Hours of Operation: 7:00 a.m.-6:00 p.m.

CAMP CREATE: MERRIMACK YMCA

6 Henry Clay Drive, Merrimack, NH 03054
(603) 881-7778

Director: Kristen Capriotti - kcapriotti@nmymca.org

Hours of Operation: 7:00 a.m.-6:00 p.m.

SPORTS CAMP: WESTWOOD PARK YMCA

90 Northwest Boulevard, Nashua, NH 03063
(603) 402-2258

Director: Matthew Haight - mhaight@nmymca.org

Hours of Operation: 7:00 a.m.-6:00 p.m.

LITTLE INVESTIGATORS: NASHUA YMCA

24 Stadium Drive, Nashua, NH 03062
(603) 882-2011

Director: Amy Millard - amillard@nmymca.org

Hours of Operation: 9:00 a.m.-1:00 p.m.

ADDITIONAL CONTACT INFORMATION

Vice President of Youth Development & Achievement: Carlisa Choate - cchoate@nmymca.org

Senior Program Director: Tiffany Joslin - tjoslin@nmymca.org

Camp Administrator: Aline Connors - camp@nmymca.org

Addresses financial issues, registration questions, changes to schedules and withdrawals.



TABLE OF CONTENTS

Program Overview	Pages 4-7	Camper Safety	Pages 17-22
Mission Statement		Verify Absences	
Program Philosophy		Special Needs/Differently-abled	
Program Goals		Procedures for Emergencies/Accidents	
Program Intended Outcomes		Emergency Transportation Authorization	
ACA Accreditation		General Emergencies	
Family Involvement and Feedback		Accidents/Illnesses	
Sensitive Issues		Child Abuse and Neglect	
Family/Staff Communication		Incident/Accident Reports	
Staffing Structure		Illness Policies	
Program Ratios		Isolation Precautions	
		Lice Policy	
Enrollment Policies	Page 8-9	Mental Health Policy	
Enrollment Policies		Medications	
Canceling Your Camp Registration		Sunscreen Policy	
		Immunization Policy	
Payment Information	Pages 10-11	Camp Life: What to Expect	Pages 23-25
Program Fees		Sign In/Out Policy	
Late/Declined Payments		Early Pickup/Late Drop off Policy	
Late Pick Up Policy		Departure from Camp	
Tax Information		What to Wear	
Discounts		Outdoor vs. Indoor Activities	
Financial Assistance		Lost and Found	
Payment Receipts and Billing Accounts		Food Information	
		Swimming Policy	
Code of Conduct	Pages 12-16	Field Trip/Excursions	
YMCA Code of Conduct		Day Camp & L.I.T Program	Page 26-27
Rules Campers Must Live By		Day Camp Eligibility	
Electronic Device Policy		Daily Schedule and Activities	
YMCA Discipline Policy		What to Bring to Camp	
Behavior Responses		Leaders in Training (L.I.T.)	
Behavior Reports		At-A-Glance Family Checklist	Page 28
Suspension/Expulsion Policies		At-A-Glance Registration Process	
Camper Code of Conduct Policies			

PROGRAM OVERVIEW

YMCA OF GREATER NASHUA MISSION STATEMENT

To instill values and provide opportunities for lifelong personal growth and the development of a healthy spirit, mind, and body for all.

PROGRAM PHILOSOPHY

The purpose of YMCA youth programs is to meet the developmental needs of children and to provide families with quality care and programming that help youth find achievement, build peer relationships, and feel a true sense of belonging.

The Day camp experience at our Y's provide programs that encourage campers to:

1. Develop a Sense of Belonging

Youth are connected to and feel supported by peers and staff.

- Be a part of something bigger than them – the camp community/family
- Experience opportunities to share and express their ideas with a group
- Experience opportunities to make choices for themselves and the group
- Experience the camp spirit within them and enjoy sharing it with others
- Respect themselves, others and nature

2. Sense of Achievement

Youth learn and develop important skills resulting in increased confidence and self-esteem.

- Experience new things
- Experience a variety of activities – outdoor, physical and creative
- Use their imagination
- Experience a sense of pride in their actions, choices and projects
- Enjoy reading through storytelling, silent reading and reading aloud
- Learn swimming skills and water safety, and be active

3. Building Relationships

Youth will make friends and be supported by positive adult role models.

- Make friends, have fun and enjoy being a kid
- Develop relationships with adults who believe in them
- Become a productive member of a group



PROGRAM GOALS

Our Program Provides:

- A safe environment
- Emotional support and warmth
- Responsive adults who serve as good role models
- Opportunities to play, learn, and build confidence through games, role play, and exercise
- Freedom to work and play individually with peers
- Encouragement to be creative and imaginative
- Time and space to engage in reading activities and arts with math and language integration
- Time and appropriate space for rest or quiet time
- Freedom of choice in an environment full of age-appropriate materials
- Encouragement to accept one's own abilities
- Opportunities to learn about diversity and inclusion
- Opportunities to learn about nutrition and other components of a healthy and safe lifestyle
- Opportunities to develop personal discipline including: taking responsibility for one's own actions, setting and accepting limits, respecting rights and property of others, forming friendships, and using community resources responsibly

PROGRAM INTENDED OUTCOMES

YMCA programs, under the guidance of nurturing and caring staff, focus on facilitating a child's sense of industry, promoting a sense of competence, and creating an environment conducive to positive peer interaction; all of which encourages initiative and supports the growth of self-direction and free choice. This is done in a setting built with acceptance, respect, and encouragement. We believe in building positive self-esteem and strong character, striving to work in cooperation with educational efforts in partnership with parents and communities.

Based on the 40 Development Assets, intended outcomes include:

- Increased service to the community (minimum of 1 hr per week)
- Modeling appropriate behaviors at school, home, and the community
- Motivation to do well in school and actively engage in learning
- Accepting and taking personal responsibility
- Placing a high value on promoting equality
- Higher levels of self-esteem
- Increased understanding and use of conflict resolution and critical thinking skills

ACA ACCREDITATION



ACA Accreditation means that our camps care enough to undergo a thorough review (over 300 standards) of its operation by the American Camping Association (ACA) – from staff qualifications and training to emergency management. For over 100 years the ACA has grown to keep pace with changes in the camp industry, expectations of the public, and the challenges of operating a business in today’s highly regulated society.

ACA collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth service agencies to ensure that camp practices reflect up-to-date research-based standards. Our partnership with ACA helps promote summers of growth and fun in an environment committed to safety. Check with your YMCA on their accreditation status.

FAMILY INVOLVEMENT & FEEDBACK

Family involvement and input are essential to our program. The YMCA believes activities designed to involve parents/guardians in their child’s development should be included in a summer program. Parents/Guardians will be notified of events through newsletters and other oral and written communications. Parents/Guardians are encouraged to participate in any special activities, or to volunteer.

FEEDBACK & EVALUATIONS: Maintaining an open relationship with families ensures better care for children. Any parent/guardian concerns will be addressed with care and concern by our staff. Our program has an open door policy; conferences with the Director are welcome and available upon request. We want overall suggestions and feedback from our families about their experience with our programming. Families will periodically receive an evaluation survey through the qualtics.

SENSITIVE ISSUES

The YMCA is aware that many children and families encounter sensitive issues or events. Sensitive issues are handled on an individual basis to the best of the staff’s ability and training. Staff will involve parents in the process and provide resources for support.

Any problems your child may be having at home may affect their behavior at the YMCA program. Please keep us informed so we can be sensitive to your child’s needs. We would like to work as a team with the family to provide the best environment for your child’s growth and development. Regular, open communication between parents and staff is vital.

CUSTODY: Parents/Guardians must provide legal documents concerning any custody agreements/arrangements made within the court system regarding who can or cannot pick up the child(ren).

FAMILY/STAFF COMMUNICATION

Your child's safety and security is our number one priority. Please keep staff informed of any changes during the program so we can keep our records updated. These changes may include, but are not limited to, family changes, medical history, address, phone numbers, email addresses, etc.



All camps utilize CampDoc as a primary method to upload all health information, and records. You can always speak with a staff member by phone or during check-in or pick-up. Our camps also provide a **weekly camp newsletter**. The newsletter will be emailed/sent via email to the primary email address provided at registration. This will be sent out weekly on Thursdays. If you do not receive the email or your email address changes, please notify staff immediately.

STAFF

Our staff is made up of dedicated individuals with degrees in education and/or training to provide a quality recreational program that provides special care and warmth for each child. Prior to hiring, each employee completes an interview session, has references checked, and a background check is completed. YMCA employees receive Child Protection, CPR, and First Aid training as part of employment.

Each program has an on-site supervisor who is responsible for program plans and supervision. Depending on the program and branch, this may be a Camp Director, Assistant Director, or Senior Program Director.

Camp Staffing Structure

Executive Director
Senior Program Director
Camp Director
Camp Staff

STAFF TO PARTICIPANT RATIOS

Maintaining an appropriate Staff to Camper ratio is an important component to help ensure campers are having fun and staying safe.

The staff to child ratio during camp and pool activities will never exceed 1:15 for all camp groups, However, the YMCA strives to be in accordance with ACA guidelines and, under normal circumstances, maintains their recommended ratios.

ENROLLMENT POLICIES

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin. All camp participants must be potty-trained. The YMCA summer programs are not drop-in programs and registration must be completed in advance. Program sessions have limited enrollment and registration is on a first-come, first-serve basis.

STEP ONE

Families may reserve a spot for specific weeks of summer programming by registering online at www.nmymca.org/summercamps. When you register, a non-refundable/non-transferable \$25.00 deposit (\$10 for Pre/Post Camps) is required for each registered week of camp. **Please note that deposits fee are non-refundable and non-transferable.**

STEP TWO

Once registered online, you will receive an email with a link to set up a CampDoc account. Once logged in your will be instructed to complete your profile. The profile contains pertinent information such as contact information, medical history, individual concerns, pick-up authorizations, permission for emergency transportation, etc. **Enrollment is not complete and your child will not be permitted to attend until this information is submitted.**

STEP THREE

Your remaining payment for each selected week of summer programming – including any additional add-on programming fees – will be charged to the credit/debit card on file the Wednesday prior to the week attending (less the deposit paid).

Note: A copy of your child’s immunization records may be required. Parents/Guardians will need to verify that their child is up-to-date on all immunizations required for school/state and must provide the date of the child’s last tetanus shot. *See IMMUNIZATION POLICY section under Camper Safety.

CANCELING YOUR CAMP REGISTRATION

- \$25 camp deposits (\$10 for pre/post camp) are non-refundable and non-transferable.
- Requests for camp withdrawal **MUST** be made by email to the appropriate camp director or camp admin at camp@nmymca.org. All request must me made no later than two (2) weeks prior to the camp’s session start date.
- You will be responsible for ALL balances on your account if we do not receive a cancellation request in writing by the two (2) week cancellation period.
- Camps without sufficient enrollment may be cancelled; an option of a credit, refund, or transfer to another camp will be given.
- There will be no credits or refunds for personal absences, vacations, inclement weather, partial attendance, or missed camp days.
- Prorated credits will be issued per director’s discretion for medical conditions which prohibit the camper from continuing in a camp. A doctor’s note must be submitted.
- Transfer requests may be made, providing there is an opening in the desired camp. All transfers must be made at least two (2) weeks prior to the camps start date. Request must be made in writing to camp director or camp administrator.

Two Weeks Prior to the Start of Your Camp - If for any reason you need to cancel your camp registration, you will receive a refund for any fees you have paid, not including the \$25 camp deposit (camp deposit is non-refundable, non-transferable) if you cancel at least two weeks prior to the first day of the camp session for which you are registered.

To the Start of Your Camp - If for any reason, you need to cancel your camp registration within two weeks immediately prior to the start of your child's camp, refunds will not be given, per our current policy.

No Show - If you are registered for a camp session and do not attend for any reason and/or do not notify us that you will not be attending at least two weeks prior to the start of the session, refunds will not be issued.



PAYMENT INFORMATION

The YMCA reserves the right to permanently withdraw a program participant at any time. Reasons for permanent withdrawal may include but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions with a participant, parent/guardian, or participant abuse of employees, actions or behaviors by a participant that has or could severely harm themselves or another participant, or any other reason that is deemed fit by the Director. Please note that even cases where a participant is on suspension from a program, all fees are still due, and no refunds/credits will be issued.

PROGRAM FEES

Program fees are charged weekly on the Wednesday prior to the week your child is registered. Fees are charged regardless of the number of days your child attends during the week. There is no refund for absences. Fees will not be prorated when there is a scheduled day off during the week for holidays. Fees are a set amount that is due weekly, and we do not prorate under any circumstance. Registration will be denied to any individual who has an outstanding YMCA balance. All outstanding balances must be paid in full before a registration can be processed. A child may not attend a new week until all past due balances are paid in full.

LATE/DECLINED PAYMENT POLICY AND FEES

The YMCA utilizes an automated service to help us better manage credit/debit card payment returns. If a scheduled payment cannot be processed for any reason, our outside vendor will automatically re-draft the account to collect the past due amount, plus add an additional **\$20 return fee**. Two additional attempts will be made, automatically, to recover the original balance due and the \$20 return fee.

LATE PICK-UP POLICY

A late fee of \$1.00 per minute per child will be charged if the child(ren) are not picked up on time. The individual picking up the child will be asked to sign a late fee slip to acknowledge the charges and the credit/debit card on file will be charged. Please note that excessive late pick-up may result in your child's dismissal from the program.

If you are more than 10 minutes late picking up your child, we will attempt to contact the parent/guardian and if needed, emergency contacts. If pick up is more than one hour late, and we are unable to contact a parent/guardian or emergency contact, Child Protective Services will be contacted.

If your YMCA offers Post Camp and your child is not enrolled and is not picked up by 4:00 p.m. camp pick-up time, your child will join the Post Camp program until a pick-up arrives. Excessive late pick-up for 4:00 p.m. pick-up campers may result in required enrollment in and fees due for the Post Camp program.

TAX INFORMATION
YMCA of Greater Nashua Tax I.D. Number
02-0222250

A tax statement will be available through your YMCA online account no later than January 31.

If more than one party is sharing program payment responsibilities for the child(ren) and, for tax purposes, you need the tax statement to reflect separate payments made by each party, you must communicate this in advance. Separate billing accounts can be set-up upon registration. We cannot separate accounts to reflect payments made by different parties after your child starts the program and payments have been made.

DISCOUNTS

Member Discount: There are substantial savings in camp fees when you are a YMCA member! Speak to a Member Services representative to start a YMCA membership.

Family Discounts: We provide a multiple child discount of \$10 off your second child, and \$15 off 3+. You must contact your Director prior to your first week of summer programming to have the discount applied to your account. Family discounts are applied to the lowest-priced program enrolled. Children must be registered for same camp week, and at the same location for discount to be applied.

FINANCIAL ASSISTANCE

Financial assistance may be available to your family through the YMCA's Y Cares Program. A Membership for all application is available at the Member Services desk. Please note, on average it takes 2 weeks to review and approve applications after all documentation has been submitted.

PAYMENT RECEIPTS & BILLING ACCOUNTS

An online account is required to participate in summer programming. You can also view our account, print receipts, make payments, and pull your tax statements online.

CODE OF CONDUCT

The YMCA has a clear responsibility to protect the children in our programs and to promote the YMCA mission that includes providing programs based on principles that build a healthy spirit, mind, and body for all. In support of this responsibility, our Code of Conduct governs the behavior of all participants in YMCA programs. This includes family members and YMCA staff.

Adults must always treat each other professionally, with respect, and act as role models for the children. In addition, the Code of Conduct identifies unacceptable behaviors by staff, parents, visitors, program participants, and campers while in any space designated for YMCA programming.

Misconduct includes, but is not limited to, the following:

- Profanity, Threats, Intimidation, or Harassment
- Mental or Bodily Harm
- Disruption or Obstruction
- Disturbing the Peace
- Dishonesty or Misrepresentation
- Violation of Criminal Law
- Possession of Weapons
- Dressing inappropriately
- Possessing Illegal Substances (including alcohol, tobacco, and other drugs)
- Engaging in Sexual Activity, Harassment, or other Sexual Display or Conduct
- Misusing Photographic Devices
- Bullying or any other form of Physical or Verbal Abuse

RULES CAMPERS MUST LIVE BY:

- Keep your hands to yourself.
- Keep rocks, sticks, and dirt on the ground.
- Use appropriate language.
- Respect all campers and staff.
- Follow directions.
- Stay with your group.
- **Keep toys, games, and animals at home.**
- **Leave electronic devices at home.**
- Leave money at home.
- Keep pets out of the program area.
- Wear appropriate footwear – closed-toed shoes only (no flip flops, crocs, sandals, mules, etc.).



ELECTRONIC DEVICE POLICY

Electronic devices, including, but not limited to, cell phones, smart watches, tablets, gaming consoles, and music players are not permitted at camp. We understand that some families are more comfortable knowing that their child has access to their cell phone. The following policies must be followed if your child will carry his/her cell phone in his/her backpack:

- Cell phones must be kept in the camper's backpack at all times during the program. If a staff member sees a phone, it will be confiscated. A parent/guardian can retrieve the device from the Director at the end of the day.
- No texting allowed during the program.
- Cell phones may not be used to take pictures of other campers/staff.
- No postings on social media sites by campers/staff or concerning camp/campers/staff is permitted.



YMCA DISCIPLINE POLICY

In youth programs, we strive to meet the needs of all children without ignoring the demands of any individual. It is necessary in organizing and maintaining a large group of children to set limits and guidelines. When those limits and guidelines are broken, it is essential to enforce established disciplinary actions.

Conscious Discipline Method

Our programs train staff to carry out methods that follow a framework of transformational change through trauma-responsive social and emotional learning. This includes understanding how internal emotional states dictate our behavior, shifting perception to see discipline as opportunities to teach new skills, building connections by creating a culture of compassion, and problem solving with social-emotional learning.

Positive Discipline

Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, appropriate to the situation, and to each child's individual development. Verbalization of feelings, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.

WE...

- ✓ WILL communicate to youth using positive statements
- ✓ WILL model appropriate behavior for youth
- ✓ WILL encourage youth, with adult support, to use their own words and solutions in order to resolve interpersonal conflicts
- ✓ WILL listen & communicate with youth by getting on their level and talking to them in a calm manner about the expected behavior
- ✓ WILL use restrictions when necessary, most likely linked to the health, safety or well-being of the youth/others. In cases of physical fighting among children, restraint by the staff may be used for the safety of children involved.
- ✓ WILL provide alternatives for inappropriate behavior

WE...

- ✓ WILL NOT carry out cruel, harsh, corporal or unusual punishment. Physical exercise is never used as a punishment or discipline method.
- ✓ WILL NOT isolate youth from the program, or place in a confined area as a form of discipline.
- ✓ WILL NOT impose discipline for failure to eat or toileting accidents, nor is food, drink, rest, or bathroom breaks ever withheld as a means of discipline.
- ✓ WILL NOT subject youth to profane language or other verbal abuse, neglected, or abused while in the care of the YMCA. No child is ever shamed, humiliated, or frightened by any form of discipline.
- ✓ WILL NOT permit youth to discipline one another.
- ✓ WILL NOT discipline an entire group due to the unacceptable behavior of an individual.

PARENT/GUARDIAN PARTICIPATION

The YMCA encourages communication between guardians and staff, welcoming conferences at any time with the Director. Please direct all complaints concerning a particular staff member or policy to the Director. We believe complete honesty and openness between families and staff is vital to the success of the program.

When families are in our building, or on field trips with us away from our building, we expect that parents/guardians will abide by the same policies as our campers and staff code of conduct.

AGGRESSIVE BEHAVIOR

We encourage children to be safe, respectful and responsible. Aggressive behavior from children will not be tolerated. Aggressive behavior includes, but is not limited to: hitting, kicking, scratching, and spitting. Verbal disrespect, such as cussing, name-calling, or disobedience with counselors, will also not be tolerated. Counselors will manage the behavior of the children in their camp. However, when children develop a pattern of aggressive behavior toward counselors and/or other children, the administration will determine if a child is either suspended or expelled from our program. Parents/guardians who exhibit these same behaviors may also be dismissed from our program.

BEHAVIOR RESPONSES

We work hard to create camp environments that are both physically and emotionally safe for all participants. Our summer staff are trained how to monitor for unsafe behaviors, and when to report these behaviors to our leadership staff.

BEHAVIOR REPORTS

Internal documentation is kept on incidents to help staff understand and identify patterns of behaviors and common triggers of children. Staff keep guardians aware to all challenging situations and ask for support as needed.

We have adopted a four step approach with the inclusion of a Behavioral Incident Report (BIR).

Please read carefully the steps below, as your child's continued enrollment at the YMCA may depend on them.

1. At the first incident involving aggressive or disrespectful behavior by adults or children, a BIR will be completed by an assistant director outlining the behavior. The form will be reviewed with and signed by the individual who picks up the child on the day of the incident. Dependent on the severity of the incident, if the child is picked up by a non-guardian, the parent may be called for review of the incident as well.
2. Should a second incident arise, the parent or guardian will be asked to pick the child up immediately and upon arrival will meet with an assistant director, administrator or designee regarding the incident. The BIR will be reviewed at that time and signed by the parent or guardian. The child will be excused from the program for one (1), 24 hour cool down period.
3. If the behavior continues and results in a third BIR the parent or guardian will be asked to pick the child up immediately and upon arrival will meet with the senior program director. The BIR will be reviewed at that time and signed by the parent or guardian. The child may be excused from the program for up to a week-long cool down period.
4. Following the third incident, should another arise, the parent or guardian will be asked to pick the child up immediately and upon arrival will meet with Senior Program Director, regarding the incident. The BIR will be reviewed at that time and signed by the parent or guardian. It will be at this time that the child will be dismissed from the program. Re-entry to the program will be at the discretion of the administrator and leadership.

In cases where adults (parents and other family members) continue aggressive and disrespectful behavior after meeting the Director, the adults and children may be terminated from participation and enrollment in the YMCA.

It is helpful for staff to also be aware of any behavioral, processing, or sensory concerns, so that they may better address your child. Please note these concerns on your child's *Registration Profile in CampDoc* and speak with one of the assistant directors or Senior Program Director.

SUSPENSION/EXPULSION

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents/guardians, inappropriate behaviors may continue. When this happens, the YMCA supervisors can exercise the option to suspend a child from the program. If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

If a child engages in the types of behaviors, the parent/guardian will be notified prior to any action taken by the staff. As stated in our program goals, our program promotes “opportunities to develop personal discipline including taking responsibility for one’s own actions, setting and accepting limits, respecting the rights and property of others.” We strive to help each child reach his or her full potential as a productive, responsible human being.

If a parent/guardian or adult violates the code of conduct, they may be removed from programming or the entire family unit may be removed from programming, depending on what would be best for all parties involved and at the discretion of the Regional Director.

CAMPER CODE OF CONDUCT POLICIES

It is our intent that each child enjoys the activities planned by understanding that he or she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, children are made aware of how to exercise self-discipline and that we are here to help them succeed in a positive experience.

Code of Conduct: Basic Rules of Safety & Good Conduct

Staff will review with campers specific examples of our basic rules of safety and good conduct associated with a camper’s Code of Conduct, such as:

- Keep your hands to yourself
- Use appropriate language
- Follow basic rules of safety
- Follow directions
- Stay with the group
- Do not go into unauthorized areas
- Follow all building rules
- Follow all program rules
- Do not deface or steal any property
- Running is limited to recreational/outdoor times
- Keep toys, money, cell phones, electronics in backpack or at home
- Listen to and respect others – staff and fellow campers
- Follow the Y’s Core Values: Caring, Honesty, Respect, and Responsibility
- Do not use abusive behavior or language

Anyone found in violation of the YMCA Code of Conduct is subject to termination of services, dismissal, and/or criminal charges.

CAMPER SAFETY

VERIFYING ABSENCES

Knowing where our campers are at all times is an important part of keeping them safe; that includes knowing they are not attending for a day. When a child will be absent from the program, for any reason, it is important to notify the camp staff.

Guardians must call or email the Director in the case of an absence. Again, this is an important safety issue that we appreciate your assistance!

SPECIAL NEEDS/DIFFERENTLY-ABLED

Children with a special need or disability will be assessed on an individual basis to determine if the program is right for their needs. If the child is enrolled, the program will ensure compliance with administering medication and administering care procedures in accordance with the Americans with Disabilities Act (ADA).

If the child needs special assistance due to a physical or cognitive disability, or other special need, we ask to have a conference with the parent prior to the start of the program so we can better understand the needs of the child. We ask that the child is able to independently maintain themselves in a group size of 1:18. If this becomes overwhelming for the child or the child is unsuccessful in our program, the Y will assist in finding other options.

PROCEDURES FOR EMERGENCIES/ACCIDENTS

All efforts to ensure safety are made at all times. Although all children will be supervised at all times by staff, an emergency incident/accident may occur.

The following general policies are in place to help ensure safety of all participants.

- All programs have a telephone available for emergencies.
- A first aid kit is located in the program area's primary space and each group will carry a kit.
- YMCA personnel will not transport children in their personal vehicles, even in an emergency.
- Emergencies/accidents will be handled as requested by the parent/guardian indicated on the Emergency Medical Authorization section of enrollment.
- Paperwork containing information regarding children's medical and health concerns, emergency transportation authorizations, emergency contacts, etc. is kept in an administrative area of the YMCA. Copies of these forms are made available to counselors and are always on hand, including when children are transported on scheduled field trips.
- Remember to keep your Director updated with any changes to your child's information!

EMERGENCY TRANSPORTATION AUTHORIZATION

We are unable to accept enrollment for families who refuse to grant permission for their child(ren) to be transported for emergency medical or dental treatment. Your enrollment requests important information that must be completed and kept on file, including documentation of emergency transportation authorization.

IN THE CASE OF GENERAL EMERGENCY

The staff will follow the procedures of the YMCA of Greater Nashua in regards to general emergencies. General emergencies include: threats to the safety of children due to environment situations or threats of violence, natural disasters such as fire, tornado, flood, and loss of power, heat, or water.

In any event where there would be a loss of power or water, we would contact parents/guardians to notify them that their children are to be picked up from the program. In the event of a fire, tornado, or flood, we would follow our procedures outlined in our emergency action plan. In the event of a threat of violence, the program immediately goes on lock-down, which includes relocating the children to a designated space in the building depending upon the threat/emergency. If camp has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once children are in a safe place, staff will alert guardians of their whereabouts and the situation at hand. Staff will be with the children at all times and no one will be left unsupervised.

IN CASES OF ACCIDENTS/ILLNESS

In the case of **minor accidents** such as cuts, bruised, scrapes, etc., the child will be treated by a qualified staff member.

In the case of **serious accidents/illnesses** the Director will attend to the child as other staff members keep the area clear and supervise other participants. If a child is injured or becomes severely ill at camp the parents/guardians will be contacted. If the situation requires transportation to a hospital, the staff will call 9-1-1, and an emergency squad will transport the child.

Emergencies and accidents will be handled as indicated on the Emergency Medical Authorization section of enrollment. A staff member will accompany the child until a guardian arrives. The staff member will take a copy of the signed Emergency Medical Authorization, as well as any other vital medical information in the child's file with them if transportation is necessary.

IN CASES OF SUSPECTED CHILD ABUSE/NEGLECT

Staff members are trained to observe children on a daily basis for a variety of signs of child abuse and/or neglect. The YMCA has a number of policies and procedures in place designed to help safeguard and protect children from abuse and neglect. The Director and all employees are required by law to report any suspicion of child abuse or neglect to Child Protection Services.

Preventing, Responding, & Reporting Sexual Activity & Suspected Abuse

Staff members are trained extensively to observe and know the signs of child abuse and/or neglect. The YMCA has set policies and procedures in place to protect all children in our care, and those policies are continuously reviewed and improved. YMCA Child Care staff are mandated by law to report any suspicion of child abuse or neglect to Child Protective Services.

In some cases, young children (especially ages 2-6) will participate in “normative sexual behavior” as a common and normal stage of child development. These behaviors are driven by curiosity and not sexually or maliciously motivated.

In other cases, young children and adolescents may exhibit “problematic sexual behavior” (PSB), which are not developmentally appropriate or acceptable. In these situations, we will respond to each case with trauma-informed care, making safety top priority. In most cases of PSB, a camper will face consequences of dismissal from the program.

Because our organization is dedicated to maintaining an environment safe from abuse, it is imperative that everyone, including campers, actively participates in the protection of children. In the event that campers observe any suspicious or inappropriate behaviors and/or policy violations on the part of other employees, volunteers, or other campers, it is their ethical/moral/legal responsibility to immediately report their observations as required by law. Remember, at the YMCA, the policies apply to everyone.

INCIDENT & ACCIDENT REPORTS

If a child is involved in an accident during camp, the staff will complete an Incident/Accident Report. Incidents or injuries that require an Accident Report include but are not limited to: accident/injury which requires first aid treatment, bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff.

ILLNESS POLICIES

All staff members are trained to recognize the signs of communicable diseases/minor illnesses. A trained staff member will observe each child at program entry. All children will be required to wash their hands upon entering the program area and prior to eating and/or after using the restroom.

For the safety of all children in the program, we cannot allow ill children to attend. Even “mildly ill” children should not be in attendance. A mildly ill child is defined for example, as someone who is experiencing minor cold symptoms. Note that our employees will also abide by the same communicable disease policies as the children.

Our programs follow CDC, local health department, and licensing guidelines as they pertain to COVID-19.

Any child who develops the following symptoms while in our program will be isolated until discharged to his/her parent guardian. They may only return with a doctor’s note stating a return date or verifying the child’s condition is not contagious.

These Symptoms Include:

- Temperature of at least 100°F when in combination with any other sign or symptom of illness.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching of the eyes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Vomiting more than once or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged, and may be readmitted to the program after he/she is free from all symptoms for 24 hours.

These Symptoms Include:

- Diarrhea (three or more abnormally loose stools within a 24 hour period).
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Untreated infected skin patches, unusual spots, or rashes.
- Sore throat or difficulty in swallowing.

ISOLATION PRECAUTIONS

If a child is ill, he/she should remain home. A child who becomes ill during the day will need to be picked up. An ill child will be discharged to the care of his/her guardian as promptly as possible. If the parent/guardian is unable to pick-up the child, the staff will discharge the ill child to the person who has been designated by the parent. In the case of exposure to a communicable disease, guardians will be notified by email or newsletter.

A child isolated due to a suspected communicable disease (or symptoms listed under our Illness Policy) shall be:

- Within sight and hearing of an adult at all times.
- Cared for in another room, portion of a room, or camp area – away from other children.
- Made comfortable. The area will be disinfected with a germicide, or if soiled with blood, feces, vomit, or other bodily fluids, the area shall be cleaned with soap and water and then disinfected.

LICE POLICY

It is our policy that if your child is found with lice or nits/eggs, the child may not attend camp. If we find nits/lice while the child is attending the program, you will be contacted, and your child will need to be picked up immediately. Children are not permitted to return to the program until they have been checked and cleared up by the Director.

MENTAL HEALTH POLICY

The need for additional support for campers and staff in the area of mental health and wellness is a priority. This support includes internal processes and guidelines for when to access additional external mental health resources. Mental health training is included in our staff training. Staff are trained on when to contact the Director, guardian, healthcare provider, or higher level trained mental health professional.

The Director will be involved in notifying the guardian in the event of mental health crisis or anything more than a minor struggle. Mental health issues need to be handled by a healthcare professional, and the Director will assist in providing information for services to the guardian. The Director will also manage any situations that require a change to the camper's status or programming.

MEDICATIONS

Administration of medication (prescribed and over-the counter – including cough drops, medicated lip balm, ointments, etc.) or special diets will only be undertaken by the program after receipt of a completed Request for the Administration of Medication form, signed by the guardian.

This form can be obtained from the Director or Assistant Directors. This request must be filled out annually for each program. No verbal, over the phone, hand-written, or emailed medication requests will be accepted.

Parents/Guardians need to provide any emergency medications {epi-pens, inhalers, etc.) for their child. All inhalers and other emergency medications are readily available to program staff who are working with your child. Parents/Guardians will be notified if emergency medications are used. The Director will not all administrations of medications on the Administration of Medication form and a confidential log.

Medication is kept in a locked box. No child, including school age children, are permitted to carry any medications with them (including medical foods) and are only permitted to carry non-prescription topical creams/products when written permission is on file.

If food supplements or modified diets are required, an Administration of Medication form must be completed. We will attempt to provide a snack/meal that fits the child's special dietary needs, but we cannot always accommodate. In this case, the parent/guardian will need to provide the proper supplements for snack/meal time.

To ensure compliance with ADA, we receive instruction and training from parents/guardians to administer medication and medical care within our scope and limits to children with special needs/disabilities. All staff are informed of the child's physical, mental, emotional, social, and developmental needs or restrictions of the children under their supervision. This may include information on diet, allergies, medication, rest requirements, and activity restrictions; recognition and care of potential medical problems such as choking, seizures, or hypoglycemia; care and handling of children with wheelchairs, prosthetic or orthopedic devices; and care of individual children with any other specialized needs.

Please note the following policies for all prescribed and over-the-counter medications:

- All medications must be received in the original container/packaging.
- All medications must include properly labeled information such as the child’s name, address, dosage, method of administration, etc.
- Medications must be placed in a clear zippered bag to help protect labeling.

SUNSCREEN POLICY

Sunscreen is an important part of camp; however, parents/guardians must provide authorization for staff to assist with application as necessary, as well as the brand(s) of sunscreen planned to be sent with your child. This authorization is included in the enrollment process.

IMMUNIZATION POLICY

New Hampshire Bureau of Child Care Licensing mandates that all children have a completed physical examination and updated immunization records on file. Parents or guardians are responsible for keeping registration records up-to-date in CampDoc.



CAMP LIFE: WHAT TO EXPECT

SIGN IN/OUT POLICY

It is our policy that all campers must be signed in and out of the program – with the time noted – by a parent/guardian or a person they have designated as an authorized pick-up on the child’s enrollment paperwork. Please note another sibling in the program may not sign in or out their brother/sister.

EARLY PICK UP/LATE DROP OFF POLICY

If arriving or departing the program other than the scheduled times, staff must be notified in advance – preferably in writing. Parents/Guardians are responsible for communicating this information in advance so counselors can ensure the child is ready at the appointed time and designated location.

DEPARTURE FROM CAMP

The YMCA staff is unable to deny a parent/guardian access to their child unless legal documentation is on file with the Director, which may include but is not limited to, a custody agreement.

No child will be released to anyone other than the parents, legal guardians, or other persons specifically indicated in the enrollment paperwork. We require that parents/guardians give advance, written notification to the Director when changes regarding this information occur. A photo ID must be shown at the time of pick up.

Self Sign Out Policy

Campers are not permitted to sign themselves out of camp due to state licensing restrictions.

WHAT TO WEAR

Most summer programming is done outside; your child will get dirty! It is important that children dress appropriately for any weather and that they are comfortable. On mildly rainy days, campers will still go outside, and may need to pack a light jacket/raincoat or an extra set of clothes.

No sandals, flip flops, mules, or dress shoes are allowed! All children must be in a closed toed shoe with backs. If your child arrives in inappropriate footwear they may remain **ONLY IF** arrangements are made for other shoes to be dropped off.

OUTDOOR VS. INDOOR ACTIVITIES

Weather permitting, camp is based outdoors all day! Please keep in mind that due to our love of nature, we may not go indoors during a quick and light summer shower.

The Director monitors weather signals and storm watches. However, predicting the weather can sometimes be difficult. At the discretion of staff, program participants may be moved to an alternate indoor site as the weather changes. If a downpour of rain should occur while outside, campers will be kept in a sheltered location until they can safely move to an indoor facility. In the

event of inclement weather, such as severe storms, winds, or extreme high or low temperatures, alternate indoor activities will go into effect. Campers will be engaged in a variety of indoor activities that include but are not limited to: organized and developmentally appropriate group games, board games, arts and crafts, and individualized activities.

LOST & FOUND

It is important to label your child's possessions with their last name. Permanent markers work great! This vastly improves the chance that the items will be returned if misplaced. The YMCA or staff are not responsible for lost, damaged, or stolen items brought to summer programs.

We encourage families not to buy new or expensive items for their child for camp! Some children are more prone to leaving things behind and many younger children do not remember what their possessions look like. The staff will do their best to remind campers to pick-up their items – but it is the camper's responsibility to manage their possessions. Lost and found items will be kept for 1 week; all unclaimed items will be donated.

FOOD INFORMATION

Nutrition plays a vital role in a child's day. Staff and children spend quality time together in a relaxed atmosphere to enjoy eating. Parents/Guardians are asked to inform staff of any special dietary needs of their child. We are a **NUT FREE** camp. Please make sure that all snacks and lunches are **NUT FREE**.

All campers must pack a refillable water bottle. It's hot out there and our campers have a very active day. It is important to keep hydrated and we will take water breaks throughout the day. **Please clearly label all water bottles, lunch containers, lunch boxes, etc.**

Packing Lunch: Campers should bring a sealed container with a nutritious lunch, containing food from all food groups (meat/alternative, grain, fruit/vegetable). All lunches should be ready to eat, with no need for refrigeration or cooking. Lunches will be kept outside with the campers; **please be aware that there is no refrigeration, so an insulated container with a freezer pack is recommended.**

SWIMMING POLICY

Staff members will always accompany and supervise children at swimming sites. Staff members review all of the program's swimming rules with campers before each opportunity to go swimming. Staff/child ratios will be maintained. Staff members will implement the "buddy system" during all swimming activities and will take head counts regularly. During all recreational swimming activities, certified lifeguards will always be present. A select group of staff will swim with the campers, while others stay on deck to provide supervision.

Swim Tests

Campers must complete a swim test with a certified lifeguard or swim instructor in order to determine the parts of the lake the child can safely access. Swim tests are administered on a camper's first day of camp to evaluate the child's skill level. **A child can retest on any Monday (or with permission from camp staff) they feel they are ready to move on to the next level. Swim bands do not transfer over from last year.**

Swim Bands

A lifeguard/swim instructor will determine the following swim band classification based on the following three swim band/depth levels. **Swim bands are based on swimmer's tested skill level.**

All swimmers in the lake or on the deck must wear a swim band on their wrist every day. The swim bands will be given out and returned after every swim period.

Water Depth	Swim Band	Passing Swim Test Requirements
NO ADMISSION	No Band	Camper is NOT allowed in the lake or pool – not even to get their feet wet!
Shallow End	Yellow	No test required. A flotation device may be required due to the depth of the lake or pool.
Deep Water Depth 0-12 ft.	Red	<ol style="list-style-type: none">1. Jump into water that is over the individual's head and return to the surface.2. Swim 50 Yards on front, no stopping or grabbing the dock or edge.3. Swim 50 yards on back, no stopping or grabbing dock or edge.4. Tread water for at least two minutes. *Swimmers may not touch the side of the dock or edge of the pool at any point in order to pass the swim test.

FIELD TRIPS/EXCURSIONS

Parents/Guardians must complete the authorization to participate section of the enrollment process to give written permission for a child to attend any field trips or excursions away from the program site.

When programs go off-site, a copy of each child's enrollment packet with health history and emergency contacts accompanies the group. A complete first aid kit is always taken and staff always have a mode of communication with each other and the Director. Attendance is taken multiple times during travel and while on and off-site.

Field Trip Attendance

Unless otherwise noted, all campers must be signed in by 8:50 a.m. on field trip days in order to attend the field trip. Many of our groups depart as early as 9:15 a.m. for field trips. **If a child misses the bus on field trip day, alternative child care will need to be secured by the parent.** Children may not be dropped off at the field trip site or stay at the YMCA.

SUMMER DAY CAMPS

DAY CAMP ELIGIBILITY

Our Y Summer Day Camps eligibility guidelines are as follows:

- Serving children ages 5–16. Campers who are 5 years old must be entering Kindergarten. Campers who are not 5 and entering Kindergarten are welcome in YMCA summer preschool programs. Contact your YMCA branch for available options.
- Day campers are divided into groups by grade they are entering in the fall. Day camp is designed with developmentally appropriate enrichment and activities for children ages 5–16.
- YMCA Day Camps are for all: welcoming children of all sizes, races, genders, beliefs, religions, and abilities. Our camp staff make every effort to be inclusive and provide reasonable accommodation for campers' individual needs. We ask that the child is able to independently maintain themselves in a group size of 1:15. If this becomes overwhelming for the child or the child is unsuccessful in our program, the Y will assist in finding other options. *Please reference the "SPECIAL NEEDS/DIFFERENTLY-ABLED" section for details.

SCHEDULE & ACTIVITIES

Each week, camp focuses on a different theme; however, the schedule of activities remains similar each day, from week to week. The schedule will be different on field trip days. Please note: we do our best to stay on our time guidelines, but they are subject to change. Below is a brief description of activities that your child may participate in at camp.

Activity	Description
Activity Periods	Campers enjoy a variety of organized group activities. Activities could include: <ul style="list-style-type: none">• Sports/Games – Play traditional and new sports, and game games.• Nature – Activities focused on helping the environment.• Arts & Crafts – Projects designed to match the weekly camp theme.• Water Activities – Games and activities involving water to help cool off.• Archery– Learn how to safely shoot a bow and arrow.• Challenge Course– Group challenges to get through certain skills/tasks.• Farm– Activities focused around animals and gardening.• All Camp Activities – Games and activities for the whole camp to enjoy.
Themed Day	Campers are encouraged to dress-up to celebrate a specific theme each week. Check out your Camp Newsletter for specifics (day, theme, etc.).
Lunch/Siesta	Campers are encouraged to use this time to visit, rest, play quiet games, etc. with their peers.
Sunscreen Application	Regular sunscreen application is a daily part of camp. We will remind campers it's time to reapply sunscreen every couple of hours (or more depending on the weather).
Swim	Campers will participate in swimming activities. This includes free play and the chance to socialize.
Transitions	Transitions include campers walking from one activity site to the next. It's a great opportunity for camp songs, refilling water bottles, & bathroom breaks.

WHAT TO BRING TO CAMP

Each camper should have a backpack or other easy to carry bag filled with items they will need to have a successful camp experience.

Mandatory:

- Refillable Water Bottle
- Swimsuit
- Towel
- Sunscreen
- An Extra Set of Clothes
- Lunch and Plenty of Snacks
- Closed Toed shoes

Optional:

- Goggles
- Hat
- Jacket/Sweatshirt
- Rain Jacket/Poncho

L.I.T. PROGRAM

LEADERS IN TRAINING (L.I.T.)

Our L.I.T. program is designed for teens. L.I.T. is a vital part of the YMCA's summer camp program and is designed to develop future camp counselors. Teens in this program will have the opportunity to develop their leadership skills, communication skills, and embrace the philosophies of volunteerism. These valuable life skills will help prepare young campers for the future. We believe the L.I.T. program builds positive self-esteem and strong character development in young adults.

Leaders in Training are placed in leadership roles with campers from the ages of 5 to 10. L.I.T. will assist summer camp staff with various activities, including general and specialized sports, game, arts and crafts, meals, cleaning, and general supervision of participants. A L.I.T. is someone who is dependable and is willing to work hard, while having a great time. This program is designed to be fun, exciting, and challenging, but is also a great opportunity to develop growth and maturity in young people who are our leaders of tomorrow.



AT-A-GLANCE PARENT CHECKLIST

REGISTRATION PROCESS

This At-A-Glance Checklist provides parents a quick and easy outline of the enrollment process and notes important steps that parents/guardians must follow to officially enroll their child(ren) in camp.

STEP #1: Registration

A non-refundable, non-transferable deposit is required at the time of registration to secure a child's spot for the desired week of camp.

Parents/Guardians need to complete the following steps in order to register:

- Register online at www.nmymca.org/summercamps
- Pay the deposit for each selected week of camp

STEP #2: Enrollment

The enrollment process includes obtaining important information that is required by the state and YMCA. Forms need to be completed, authorizations obtained, signatures given, etc.

Parents/Guardians will need to complete the following prior to the first day of camp.

- Complete and submit the enrollment forms in your CampDoc account
- Upload Health Physical Form and Immunization record in your CampDoc account

STEP #3: Payment

A child is not officially enrolled in camp until the weekly payment for registered weeks and programs have been received. Fees are charged the Wednesday prior each week of camp. Families must be paid in full in order to attend camp. If a payment is returned, you will be asked to pay it at drop off.

STEP #4: Additional Paperwork

Your camp may have additional forms, such as a field trip permission slip, that will be required once your child starts camp. Please be diligent in filling out forms requests by the camp.

The following forms are available upon request:

- Administration of Medication

We are excited for this camp season! This handbook should provide you with our policies and procedures in regards to our Y Summer Camp programs. If you have any additional questions, please reach out to your camp director.