



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Operation Summer Camp 2021
Parent Handbook
June 21-Aug. 27

**WELCOME TO SUMMER CAMP 2021!
WE CAN'T WAIT FOR THE FUN TO BEGIN!**

Included below are important reminders to ensure all of us have a safe and exciting summer experience at the Armed Services YMCA Operation Summer Camp. Please review the policies so everyone is aware of the expectations.

SUPERVISION

The safety and well-being of your camper is our number one goal. Please **TURN OFF YOUR VEHICLE** before you and your child enter the building.

Children can NEVER be left unsupervised. You must accompany them at all times when entering or exiting our facility.

CAMP CHECK-IN/OUT

Please sign your camper in and out daily. If an authorized person will be picking your child(ren) up, please advise them that they will need a current photo ID to show the staff before a child can be released to them. Please remember, your camper can only be picked up by the people you listed on the emergency contact form. Calling to add people is prohibited. The ASYMCA requires **written notification** be provided if additional persons will be authorized to pick your child(ren) up.

Due to safety and **staff: child ratios**, all campers must arrive at our facility by 8:30 AM unless prior arrangements have been made with the director. On field trip days, all camper MUST arrive 20 minutes early (by 8:10 AM). No camper may be picked up from a field trip venue. They must be picked up at the ASYMCA Regional Office.

PAYMENT POLICIES

All payments are DUE FRIDAY PRIOR to the next week of camp. Payments must be made via our RecTrek Payment System. We understand that family illness and unexpected circumstances arise, however, all payments must be submitted on time, as there are no credits for absences. A \$20 late fee will

be assessed if tuition is not paid by COB Friday prior to the following camp week.

If your child does not attend a week that you have reserved and you did not submit a two-week notification in writing, you will be responsible for that week's payment and will forfeit the \$10 weekly deposit.

If payment is not paid before drop off on Monday, your child will not be permitted to stay for camp unless the tuition is paid in full.

CAMP ATTENDANCE

The center uses your **Summer Camp Attendance Contract** to determine our field trip head counts, staffing, supplies, and food needs.

Please make arrangements with the director in advance if your child will attend a week that you did not initially sign up to attend. This will enable the director to update your weekly contract form and ensure availability.

MEALS and SNACKS

Breakfast may be brought from home and is eaten between 8:00-8:30 a.m. A mid-morning snack is also served.

Lunch is provided by the parent/guardian. We recommend sandwiches, Lunchables, and **non-microwaveable** items (as we are often offsite and/or picnicking), as well as fruits, vegetables and other nutritious items. Please choose foods from each of the food groups when possible. On days when the center provides lunch, we will notify you in a timely manner.

Snack Menus are posted on the parent board in the lobby. Students will select two food components for each snack time.

Just a few reminders/requests:

- Sodas are NOT permitted.
- Please use the marker to mark the date on your camper's lunchbox tag daily. Any water bottles brought into the center must also have your child's name and date clearly marked.
- On field trip days (refer to the calendar provided), please place your child's lunch in a ziplock or plastic bag clearly marked with your child's name and date. Lunches will be stored in coolers on the bus. If a plastic bag is needed, please ask a staff member and we will gladly provide you with one.

MEDICATION and SUNSCREEN

Campers are not permitted to have any type of medication, lip balm, hand sanitizer, insect repellent, special lotion, etc. in their possession.

ALL medication **MUST** be turned in to the front desk representative and a signed **Medicine Authorization Form** must be completed by the parent. Staff with Medicine Authorization Training (MAT) will administer your child's medication, as per the directive.

The center will provide a standard sunscreen for campers. If your camper requires a unique product, you must check it in with the front desk staff and complete the proper paperwork. We will administer sunscreen based on the noted guidelines of the sunscreen company. If you know that your child requires sunscreen more often, please be sure to include this information on the sunscreen form that you complete.

FIELD TRIPS

We will leave promptly at scheduled times for all field trips (weather permitting). Field Trip Notices are placed on the front desk and posted at the entrance to the Academy. Please have campers here on time. In the event that you are late, you will be responsible for finding adequate care for your camper, as there will be no one available at the facility to provide care.

Additional information:

- Please arrive at least 20 minutes early on a field trip day to ensure your child is prepared to attend.
- We do not allow "drop off" or "pick-up" at field trip sites.
- We will notify you in advance if a particular field trip requires an additional waiver for attendance. Failure to complete any waivers will result in your camper not being able to attend the field trip.

OUTSIDE PLAY

Your camper(s) will spend 1 to 2 hours each day participating in outside gross motor activities. All weather alerts are monitored to ensure the safety of our campers and shaded areas are utilized as much as possible during hotter temperatures. Please send your camper with any required protective gear while playing outside. Again, sunscreen may be applied as long as we have an authorization form on file. Water is available at all times to campers.

POSITIVE BEHAVIOR GUIDANCE

All efforts will be made to guide/redirect campers to appropriate behavior. The Armed Services YMCA of Hampton Roads has clear and appropriate expectations for the children in our care. We attempt to set limits, assist children with understanding rules, and provide clear definitions of acceptable and unacceptable behavior. In the event that your camper is not having a "good day" and there is concern for the wellbeing of your child or others, we may contact you for possible pick-up.

Please be sure to review our discipline policy in the Parent Handbook (Respectful, Responsible and Safe), posted in the center and online, with your child(ren). Often times, parent reminders for behavior expectations go a long way to ensuring your child(ren) have a fun and positive day with their friends. 😊

Please encourage your child to come ready to participate, be respectful of others and have FUN!

DRESS CODE

Appropriate Shorts/Pants –they fit at the waist and be an appropriate length
Skirts & Dresses -shorts are required to be worn underneath since they will be playing on the playground, etc.

Shirt/T-Shirt with no inappropriate slogans, messages or language

Closed-Toe, Rubber-Bottomed Shoes - required at all times



- Every camper needs a complete change of clothes to be left at the center.
- Please send in a sweater/jacket for any child wearing spaghetti strap attire.

SWIM DAYS

- **Closed-Toe Water Shoes** are encouraged - NO Crocs
- **Wear their swim suits on Wednesday under shorts and a t-shirt**
- Towel and complete change of clothes (*including undergarments*)
REQUIRED EVERY WEDNESDAY
- Plastic bag for wet clothes

PERSONAL BELONGINGS

Each child will receive a camp bag that needs to stay at the center for the duration of Summer Camp. No other bags are needed. The center has enough equipment and activities to keep your child engaged throughout the day, please do not allow your child to bring in any toys, stuffed animals, games, electronics, cellphones, etc.

Ice Cream WEDNESDAYS (OPTIONAL)

The center sells ice-cream every Wednesday. If you would like your camper to participate, please send them with \$1 in cash.*

Snack FRIDAYS (OPTIONAL)

The center sells extra snacks on Fridays for \$1.00* which the campers get to enjoy during our scheduled snack time. Yes, they may be high-sugar/candy items that are not permitted or served throughout the week. Collected funds assist with fun projects that the campers may wish to do on a random basis. Funds also go towards birthday celebrations, holiday parties, etc.

***No money can be paid to front desk staff, nor can payment be included when paying tuition.**

Thank you for allowing us the privilege of working with your children this summer. We know that it is going to be a busy summer, full of new friends (and some old ones), exciting trips, and lots of projects and activities that we hope they can't wait to share with you.

Please know that we are here to meet your needs as well as your child(ren)'s. Our door is always open and we are happy to meet with you anytime. We are going to have an AMAZING summer celebrating our youngest heroes.

Armed Services YMCA of Hampton Roads Staff