

CHARGE INTO CAMP COVE

NEW NAME • SAME VISION • SAME FUN
June 18 - August 17



2018 PARENT HANDBOOK

REGISTRATION OPENS FEBRUARY 1ST

YOUTH DEVELOPMENT & CAMP DIRECTOR, BRITNEY BRUNO

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Welcome YMCA Camp Cove Families

Dear Parents,


We would like to take this opportunity to welcome you and your family to YMCA Camp Cove. We have a wide variety of camp offerings that are sure to provide your child with a fun, safe, and exciting summer. We will be offering our exciting Traditional Beach Camp and our new Specialty Camps. The following pages contain pertinent information regarding a number of policies and procedures of our camp program. We ask that you please read and retain this information for future reference. If you have any questions or concerns, please contact the Camp Director, Britney Bruno at 860-536-3575.

YMCA MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

CHARACTER DEVELOPMENT

The YMCA Mystic Day Camp program promotes four character development values in all of our programs. During training, the staff is introduced to these values and asked to accept and demonstrate them throughout the summer. Each value is assigned a color that helps the staff and campers in the character value education process. The values are as follows:



The graphic features a central red square with the text "YMCA Character Development" in white. To the left of the square, the word "CHARACTER" is written vertically in red, with each letter above a small yellow arrow pointing right. To the right of the square, the word "DEVELOPMENT" is written vertically in blue, with each letter to the right of a small blue arrow pointing left. Below the square, the word "RESPONSIBILITY" is written in green, with each letter above a small green arrow pointing right.

Caring: to love others, to be sensitive to the well-being of others, to help others.

Honesty: to tell the truth, to act in such a way that you are worthy of trust, to have integrity; making sure your choices match your values.

Respect: to treat others as you would have them treat you; to value the worth of every person, including you.

Responsibility: to do what is right, what you ought to do; to be accountable for your behavior and obligations.

Cornerstones of Character

The Y's commitment to character development makes it extraordinarily valuable to the communities and people it serves. Building on this commitment and making it part of everyday operations and programming can be challenging.

What are the three challenges that Ys must accept to enjoy all possible benefits in recommitment to character development?

1. To embed character development and the Y's four core values—caring, honesty, respect and responsibility—into the Y's culture (who the staff and volunteers are and how they operate) so it will last.
2. To become involved in a long-term process in which character development gives focus to everything they do in the Y, including programming, hiring, planning and budgeting.
3. To ensure that everyone—staff and volunteers at all levels of the organization—is involved and committed to this process. Everybody must accept the role of a teacher of values as an integral part of his or her job. All staff and volunteers must accept the challenge to teach the Y's core values first and foremost by leading by example in their own attitude and behavior.

SCHEDULE OF EVENTS

Registration Kick-Off

Saturday, February 4th from 12:00-2:00pm

Join the Camp Director and staff to participate in fun camp activities with friends. Register and receive one FREE Mystic Day Camp item.

Family Nights

Bring the whole family to experience camp! Campers can show their families around camp and explain how they spend their day. Everyone can participate in scheduled camp activities like archery and boating or simply relax on the beach. The Camp Director and camp staff will be hosting the event and available for questions.

DAY CAMP PROGRAM

DAILY SCHEDULE

7:00-9:00 AM	Before Care
9:00-9:15 AM	Opening Ceremony
9:15-9:30 AM	Small Group Time
9:30-10:30 AM	Activity Period 1
	Each Group will travel between activities with their counselors. Our activity offerings are: arts & crafts, nature, archery, sports, swim lessons, waterfront and boating. These are the activities offered for all 5 Activity Periods.
10:30-10:45 AM	Transition
10:45-11:45 AM	Activity Period 2
11:45- 12:45 PM	Lunch
12:45-1:45 PM	Activity Period 3
1:45-2:30 PM	Activity Period 4
2:30-3:15 PM	Activity Period 5
3:15-3:30 PPM	Small Group Wrap Up
3:30-4:00 PM	Closing Ceremony
4:00-6:00 PM	After Care

Camper Choice Period

As campers get older they start to develop their own unique interests and want to improve their skills. Each session, our Sting Ray, Dolphin and Shark campers will get to choose an activity to go to every Tuesday and Thursday morning so they can spend extra time practicing their new interest.

Friday Fun Day

The second Friday of each session is Friday Fun Day. Two hours in the afternoon on the second Friday is a giant camp-wide activity where all campers get to participate in a large game that is tied into the theme.

BEACH CAMP

Each camp group will participate in a variety of activities such as archery, boating, swim lessons, arts and crafts, field games, beach activities and group games. Throughout the camp day children will also be learning the YMCA Four Core Values: Caring, Honesty, Respect, and Responsibility. Each session will include new experiences and fun activities with their counselor while learning social skills. The daily schedule may be modified to accommodate these special events and activities. A Session Calendar will be handed out at the beginning of each session with all special events so your camper can participate fully.

THEMES

Session 1: Mad Science

Session 2: Survivor

Session 3: Color Wars

Session 4: Around The World

Session 5: Hawaiian Hullabaloo

SPECIALTY CAMPS

With our Specialty Camp offerings this summer, campers can really focus on an activity for the full two weeks.

Cove Adventures

Campers can experience the waters of Williams Cove and the Mystic River through kayaking, paddle boarding and snorkeling. Campers will work with highly trained instructors in different water adventure sports to develop skills and a love of water.

Marine Scientist Camp

Mystic Day Camp is very lucky to have access to a beach and all the wonderful wildlife that lives along the Mystic River. If getting wet and exploring the local wildlife sounds like fun, then come learn to be a Marine Scientist! Bring extra clothes and a sense of adventure

Cardboard Creation

Campers will use creativity collaboration, critical thinking and teamwork to design and build unique cardboard creations. Through a variety of design challenges, young engineers engage spatial reasoning skills to construct 2-D and 3-D projects of varying shapes and sizes for fabulous fabrication.

COUNSELOR IN TRAINING (CIT) PROGRAM

Entering grades 9 & 10

The Counselor in Training program is designed to prepare 9th and 10th graders to be our future counselors. CIT's will have the opportunity to learn the basics of being a group counselor and experience working on the waterfront, arts and crafts, swim, archery, boating and more. Our ultimate goal is to instill a unique sense of independence in our growing teens. CITs will shadow our counselors and also develop leadership skills and sense of social responsibility while on community service based field trips. Candidates must apply and interview to be accepted into the CIT Program. We are seeking teenagers who enjoy working with youth, have a strong moral center and are looking for a personal growth opportunity. Applications are available on line or at the YMCA Welcome Center.

OUR FACILITY

The YMCA Camp Cove is nestled along the shores of the Mystic River on over 20 acres. Our facilities include 120 feet of shoreline, two baseball fields, low ropes course, playground, tennis courts, pavilion, Williams Beach, and the YMCA building. The YMCA facility houses a gymnasium, swimming pool and many other areas in case of inclement weather. Each camp group has a covered space centrally located to camp to serve as their home base.

OUR STAFF

A team of seasonal staff as well as full-time YMCA Directors leads the YMCA Camp Cove programs. Our summer staff is selected for their strong character, maturity, enthusiasm and commitment to our Y values and serve as "Professional Role Models" for our campers. We provide extensive staff training, drills and preparation, which include child abuse prevention, criminal background checks, CPR and First Aid, behavioral management, team building and social facilitation. Our staff aims to encourage group participation and cooperation, building self-confidence and self-esteem and to give each camper an opportunity to develop interests in a variety of program areas.

HOURS OF OPERATION

Camp hours are 9:00am to 4:00pm. Extended Care is available if needed 7:00am to 9:00am and 4:00pm to 6:00pm. Please register ahead of time if your child will need extended care.

WHAT TO BRING

Each day all campers should bring a backpack to camp with his/her bathing suit, towel, lunch, snack and sunscreen. Every camper should bring a jacket or sweater in the morning, which they can remove as the day grows warmer. Acceptable footwear is sneakers and water shoes. Sandals and flip-flops are allowed during aquatic activities only. Angel Fish and Sea Horses should wear a bathing suit under their clothing upon arrival to camp. Parents of Angel Fish should put an extra set of clothes in a plastic bag, tape it closed, label it and put it at the bottom of your child's backpack. This is a good practice for all children as accidents do happen. **Please be sure to label all of your child's belongings.**

LUNCH AND SNACKS

Every camper needs to bring a bagged lunch including a drink and nutritious snack. (No coolers please as they are difficult to store in a refrigerator). Please label everything with your child's name. Please be sure your child's camp counselor is aware of any special food requirements or allergies. While we do not have a peanut free environment, we have worked with children who have allergies and accommodate their needs by having separate "peanut free" lunch tables as well as ensuring that proper hand washing and cleaning protocols are followed.

TOYS FROM HOME

Please do not allow your child to bring toys or personal items to camp as they get lost, broken and fought over. This includes such items as handheld games systems, I-Pods, cell phones, etc. If your child brings these items to camp, we cannot take responsibility for them if they are lost, stolen, or broken. If a staff member sees these items, they will be confiscated and will be returned to the parent upon pick-up.

PERSONAL PROPERTY POLICY*_{OM 4}

Campers, staff, parents and visitors are not permitted to possess or use alcohol, drugs, cigarettes, or weapons on YMCA property or during any YMCA Camp Cove activities. Pets are not to be brought to camp. Animals that are part of the program must be contained and handled by trained professionals. Campers and staff are not permitted to bring their own personal sports equipment for use at camp. Staff vehicles are to be parked in the parking lot and not used for camp purposes.

LOST AND FOUND

Campers are responsible for their own personal property. Our abundance of lost and found is a continual concern at camp. In an effort to return lost items, we ask that parents please be sure to label everything. Also, please check within a couple of days if your child has lost something. Our camp lost and found container is located at the check-in table. If the lost and found items have not been retrieved by the end of each session, the items are turned over to charity after Session 2 and after Session 5. Please be sure your child has all clothing articles that he or she brought to camp each day.

BEHAVIOR/DISCIPLINE POLICY

At YMCA Camp Cove we aim to create an environment where campers will feel welcomed, encouraged and most importantly, safe. Discipline is a learning process for children. It is used to guide children to achieve behavior that is positive and acceptable. It is expected that all children will exhibit acceptable behavior. This would include such things as courteousness, kindness, following rules, and respect for adults in the program as well as other participants. Deviations from this acceptable behavior may result in a "time out" from an activity. "Time out" will be brief and is utilized to help the child regain his/her self-control and acceptable behavior. Upon occasion some children do not adjust to camp. They are unable to separate from their parents and/or participate in the camp routine. If such a problem arises and we are unable to come to a solution that works for everyone, we reserve the right to ask that the child no longer attend the camp program.

The following behaviors have been found to be detrimental to the success of the camp program and may result in dismissal (temporary or permanent) of any camper who chooses to misbehave.

Please note that NO REFUND will be given for any camper dismissed as a result of poor behavior.

Behaviors Resulting in Immediate and Permanent Dismissal

- Possession of and/or consumption of illegal drugs, drug paraphernalia, alcohol or cigarettes
- Possession of any weapon including knives and guns
- Threat of bodily harm to self and/or to other campers, staff or members
- Destruction to property
- Instigation of fighting
- Intentionally endangering the safety of self and/or others
- Stealing of another's personal property
- Harassment or bullying of other campers, staff or members
- Any aggressive hitting, pushing, shoving, biting, or spitting
- Any other serious behavior that is disruptive to camp and/or not consistent with YMCA Four Core Values of Caring, Honesty, Respect and Responsibility.

Behaviors Warranting a Warning and Parental Notification

***Dismissal will occur on the second violation**

- Minor hitting, pushing, and shoving
- Disrespect to staff, campers or members
- Using inappropriate language or subject matter
- Throwing food or objects
- Repeatedly not following directions
- Constantly distracting the counselor or other members from routine activities
- Other behavior that is disruptive to camp and/or not consistent with YMCA Four Core values of Caring, Honesty, Respect, and Responsibility

Please review this policy with your child. Together we can make this summer an enjoyable experience!

SAFETY/HEALTH

STAFF RATIOS/SUPERVISION*HR 8 & 9

Staff/camper ratios that are based on the recommended ratios set by our organization and the American Camp Association are to be followed during all programs run by OUR CAMP.

Organizations who utilize our site and services for youth group activities are advised of the following ratios that we recommend for effective camper supervision.

General:

4-to 5-year-old day campers	1:6
6- to 8-year-old day campers	1:8
9- to 14-year-old day campers	1:10
15- to 17-year-old day campers	1:12

Exceptions to the above ratios are noted in the procedures for waterfront, archery, and the low ropes course.

All staff are expected to supervise and instruct campers while on duty. This means that campers are number one and should be attended to during that time.

ILLNESS, INJURY, AND MEDICATION POLICY *HW 10

The Health Director and camp staff performs all camp first aid. All staff are certified in CPR, First Aid, AED, and Oxygen Administration. In addition, all full-time professional staff are trained in Medication Administration. A written record of all incidents is kept on file at camp.

If your child becomes ill at camp, we will call you and ask you to pick him/her up. If the child has contracted a communicable illness (i.e. strep throat, impetigo, lice, fever over 101, etc.) they will not be allowed to return to camp unless they have a note from a physician stating that they may return. Please notify us if your child has contracted any type of serious communicable illness so that we may inform the general camp population.

Parents will be notified immediately of any significant injury that may have occurred during the camp program. If immediate medical assistance, which may require hospitalization, is deemed necessary, we will contact the appropriate medical personnel and then contact you immediately. If your child suffers from a scrape or a small cut we will make you aware of it when you come to pick up your child at the end of the day.

Any child who requires medication during the day must have the medication in the original container that is labeled as to what the medication is, as well as the administration of medication form completed by physician and parent. This applies to any child who has any type of allergy, asthma, headache, etc. that may require dispensing of medication on either a regular basis or in an emergency situation. Only prescription medication that has been prescribed for the child will be administered. Any unused portion of medication will be returned to the parent.

If your child needs help with applying sunscreen or insect repellent an Authorization for the Administration of Non-Prescription Topical Medication must be completed. This form is available online at our web site or in the Parent Handbook. All medications must be brought to the Health Director on the first day of the session, or as needed.

WEATHER

Camp is a rain or shine event! We will move camp into the YMCA facility if it is raining and continue our camp program. Campers should bring rain gear for transitions. If attending Before Care, the weather can be chilly, so pack a sweatshirt for the early morning. Camp also operates on extremely hot days. Our programming will be adjusted and moved inside if necessary. We remind campers to drink plenty of water, especially on really hot days. The strenuousness of our activities will be lessened on hot days.

ABSENT CAMPERS (*OM 13)

Please call the Mystic YMCA to inform camp that your child will not be attending for that day. If a camper has not been checked into camp and we have not heard from parents, we consider them absent.

- If this camper usually arrives by bus:
 - At 9:00am if the camper is not on the bus at arrival, we will call parents to confirm the child's absenteeism.
- If this camper usually arrives by car:
 - At 9:30am we will call parents to confirm the child's absenteeism.

DROP OFF/PICK UP PROCEDURES (*TR-5)

Drop off and pick up for all campers is in the rear of the YMCA at the large baseball field. Extended care drop off and pick up is in the pavilion in the rear of the YMCA. Locations for each age group will be clearly marked. Each child must be signed in by a parent/guardian.

All parents, guardians, or individuals **(must be 18 years or older to pick up)** on your pick up list must be prepared to show photo identification when picking up your child. Please let others who have permission to pick up your child know that photo identification will be required. Any questions or concerns regarding your child can be answered at this time.

Late Pick Up Fee

Your child's camp day will end at 4:00pm unless registered for extended care. If your child is not signed up for extended care he/she must be picked up on time. A late fee will be charged for tardy pick-ups (\$20 for the first 10 minutes and \$10 for every 5 minutes there after).

When a child is not picked up as planned and there has been no contact with the YMCA, staff will call parent/guardian within ten minutes of the designated pick up time. If parents cannot be reached, staff will call the first name on the emergency list (and so on) to have the child picked up. If all contacts have been exhausted and no one is available, the local Police Department will be notified and they will make arrangements to pick up your child.

Transportation Safety

Your child must be aware of when and where you will be picking him/her up. Say, "I'll meet you at the bus stop," "I'll pick you up at camp" or "Go to Extended Day today." Campers are often confused if not told where you will be meeting them.

A note must be sent in with your child if you are picking up early. You must also have your photo ID when picking up your child from camp.

When driving your child to camp drop off time is 8:45 am - 9:00 am at the Pavilion. Pick-up time is at 4:00pm.

The following regulations pertaining to bus safety will be strictly enforced. Campers' disobedience in this area may result in loss of camp transportation privileges or, in extreme cases, Camp attendance. Parents should review the following guidelines with their camper.

- An approved parent/guardian (18 years of age or older) MUST be at the bus stop to pick-up their camper.
- If there is no parent/guardian present the camper will be escorted by a staff member to our YMCA Branch.
- A parent must present photo ID and signed permission at the Mystic Branch to allow those 12 and over to be dropped off without escort.
- Campers should remain a minimum of 5' from the road at all times and should not approach the bus until it comes to a complete stop and campers are instructed to load.
- Campers are to remain seated while the bus is in motion.
- Unloading is to be done safely under staff supervision.
- Reaching or leaning out of bus windows or doors is not allowed.
- Throwing objects out of windows or doors is not permitted.
- Opening the Emergency Exit Door, except in an emergency or under the direction of a staff member, will not be tolerated.
- Disturbing other passengers is rude and will not be allowed.
- Disobeying the bus driver or a bus monitor may result in loss of transportation privileges.
- Throwing objects inside the bus is not allowed.
- Proper language and behavior is expected of all campers at all times.

PROCEDURES FOR BUS PICK-UP AND DROP-OFF (*TR 5)

- An approved parent/guardian (18 years of age or older) MUST be at the bus stop no later than 8:30am to drop off their camper and 4:30pm to pick up their camper.
- A Photo ID is required to pick up your camper. This is to guarantee that all campers go home with their appropriate guardians.
- The parent(s) and emergency contacts listed on the registration form are the only authorized guardians to pick up.
- If the parent wishes to add additional pickups they must provide us with a written note with signature and valid photo identification in person. This is to make sure the appropriate person is authorizing your camper's release.
- All campers under the age of 12 years old must be accompanied by an adult to and from the bus stop.
- Those over 12 years old MUST have a letter stating they will be allowed to walk to and from the bus without a parent/guardian
- A parent must present photo ID and signed permission at the Mystic Branch to allow those 12 and over to be picked up and/or dropped off without escort.

REGISTRATION/PAYMENT

In order to ensure a successful registration, the following forms must be completed and submitted two weeks prior to your child's attendance in our program. If all necessary forms (Health Form, Topical Form, Potassium Iodide (KI) Child Medication Authorization Form and Medication Administration Form) are not on file two-weeks prior to the camp session, your child's spot will be forfeited.

REGISTRATION FORM

Registration form must be completed for each child. This form must be returned with a \$25 per-child, non-refundable registration fee. A minimum \$50 deposit per child, per session is required to reserve a spot at camp and will be applied to the full payment of camp fees. The remaining balance must be paid two weeks prior to the start of the scheduled session.

FINANCIAL ASSISTANCE

Financial Assistance is available through our Y-cares program. All applications must be submitted no later than 30 days prior to the start of the desired camp session. Contact the Membership Director with any questions.

PAYMENT SCHEDULE

- Session 1 is due by June 4
- Session 2 is due by June 18
- Session 3 is due by July 2
- Session 4 is due by July 16
- Session 5 is due by July 30

REFUND POLICY

Cancellation of a session by a participant at least two full weeks prior to the session will result in a full refund, minus the registration fee. Cancellations within the two-week period will result in a refund less the \$50 deposit and registration fee. **No refunds are given once the session begins.**

MEDICAL FORMS

- **Health Form:** According to State Licensing Regulations, each child enrolled must have had a physical exam within the past 3 years. Children without a completed Health Form on file, two weeks prior to the start of camp **will not** be permitted to attend camp.
- **Non-Prescription Topical Medication Form:** Please complete this form if your child will need help with application of sunscreen or bug repellent.
- **Potassium Iodide (KI) Child Medication Authorization Form:** If the Governor of Connecticut declares a nuclear emergency this form gives us permission to administer Potassium Iodide to your child. This form must be completed with your authorization or refusal.
- **Medication Administration Form:** This form is required if child has medication that is prescribed by a physician and required during camp hours. This form must be completed including the signature of the physician and parent/guardian. Children who have Epi pens are required to bring **two** EpiPens to camp.
- **Permission to Treat Form:** This section is now included on the Registration Form

PARENT COMMUNICATION

Flyers, newsletters and other important messages will be distributed at camp drop off and pick up. Emails may also be sent out during the summer. It is your responsibility to read all communication sent home.

VISITOR PROCEDURES

Due to the nature of camp, visitors can be disruptive to the camp program. Please do not drop in at camp. You may contact the Camp Director to talk about any special requests. Parents/Guests are required to check in at the Welcome Center in the YMCA. A Photo ID is required. Anyone refusing or delaying going to the Welcome Center will be considered an intruder to the site and the YMCA staff will initiate emergency action procedures if necessary.

GENERAL SAFETY REGULATIONS

- Keep hands to yourself at all times.
- Smoking, consumption of alcohol or illegal drugs is prohibited at all times by staff, parents, members and campers.
- Be responsible for your own personal property.
- Respect the property of others and always ask permission before touching others' belongings.
- Help keep Mystic Day Camp and our facility clean by putting trash in receptacles.
- All injuries, no matter how slight, must be reported to a staff member.
- No weapons of any kind are permitted at Mystic Day Camp.
- Appropriate language is expected of staff, parents, members and campers at all times.
- Respect the Mystic Day Camp staff and counselor.
- Always travel in pairs and stay with your group.
- Throwing of any dangerous objects such as rocks and sticks is prohibited.
- Campers must stay clear of all vehicles.
- Swearing, put-downs, bullying and calling of names will not be tolerated at camp.
- Campers and staff must walk at all times unless participating in organized camp games and activities.
- Wear clothing and footwear appropriate for camp activities and the weather.