



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST EVER SUMMER

2020 Parent Handbook
YMCA CAMP COVE
Ocean Community YMCA



Camp Directors

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WELCOME

We would like 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. 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, Meghan Baxter 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:

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

SUMMER SESSION SCHEDULE

Session 1: June 29-July 3

Session 2: July 6-17

Session 3: July 20-31

Session 4: August 3-14

Session 5: August 17-28

Session 6: August 31-September

DAY CAMP PROGRAM

Each Group will travel between activities with their counselors. Each camp group will participate in a variety of activities such as archery, boating, arts and crafts, STEAM activities, field games, beach activities, team initiative challenges 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 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.

Due to Covid 19, we will not be offering swim lessons this summer, but campers will have opportunities for recreational swimming in the pool and river. There will be a lifeguard on duty at all times along with their counselor supervision. Campers will have to pass a swim evaluation to go in the deeper water and our buddy check system will be enforced.

SAMPLE DAILY SCHEDULE

7:00 AM - 9:00 AM	Before Care
9:00 AM - 9:30 AM	Arrival - Small Group Time
9:30 AM -10:15 AM	Activity Period 1
10:15 AM -10:30 AM	Transition
10:30 AM -11:15 AM	Activity Period 2
11:15 AM -11:30 AM	Transition
11:30 AM- 12:00 PM	Activity Period 3A Lunch or Field Games
12:00 PM -12:30 PM	Activity Period 3B Lunch or Field Games
12:30 PM - 1:15 PM	Activity Period 4
1:15 PM - 1:30 PM	Transition
1:30 PM - 2:15 PM	Activity Period 4
1:15 PM - 1:30 PM	Transition
1:30 Pm - 2:15 PM	Activity Period 5
2:15 PM - 2:30 PM	Transition
2:30 PM - 3:15 PM	Activity Period 6
3:15 PM - 3:30 PM	Transition
3:30 PM - 4:00 PM	Small Group Wrap Up
4:00 PM - 6:00 PM	After Care

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, 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 designated 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. We recommend that campers 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. Be sure to apply sunscreen at home and send some for extra applications throughout the day. **Please be sure to label all of your child's belongings.**

LUNCH AND SNACKS

Every camper needs to bring lunch box and refillable water bottle. The lunch should include a lunch, drink and nutritious snacks. Refrigeration is **not** provided, so insulated lunch bags with ice packs are recommended. Campers are very active at camp. We recommend sending extra snacks as its better from them to bring them home than be hungry at camp.

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.

PERSONAL PROPERTY

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.

Please do not allow your child to bring toys or anything that is irreplaceable to camp as they can be easily lost or damaged. This includes any electronics such items as handheld games systems, I-Pods or cell phones. Plus any type of trading cards, stuffed animals, jewelry, etc. Children will not be able to share any personal items this summer due to Covid, so it's best if all items stay at home. If your child brings these items to camp, we cannot take responsibility for them if they are lost, stolen, or damaged – including confiscated phones. If a staff member sees these items, they will be confiscated and will be returned to the parent upon pick-up.

LOST AND FOUND

In response to the COVID-19 pandemic, YMCA Camp Cove is limiting items held in lost and found after each camp day but no more than one week. We want to be mindful of safe storage space and how to prevent exposure of staff and campers from items, week to week. As such, camp will only hold the following specific list of items:

- Jackets / Sweatshirts
- Prescription glasses, durable medical equipment, prescription medication
- Shoes (not water shoes or sandals)
- Backpacks

Camp will keep to these items for no longer than two days after the session is over. After this time, these items will be donated or thrown away. Please note that these items will be held at the discretion of camp staff. Items that are soiled, damaged, or otherwise deemed not able to be safely stored will be disposed of.

The list of items camp will NOT hold on to includes but is not limited to: socks and underwear, all toiletries and toiletry bags, all swim gear including swim suits and goggles, hats, t-shirts, pants, shorts, washcloths and towels, water shoes including sandals, water bottles, sunglasses, flashlights and headlamps, toys, cameras, arts and crafts projects including tie dye.

Daily clean up helps campers maintain their belongings and helps staff identify misplaced items during the camp session. We highly encourage parents to label all items with their camper's name to help our staff identify items during the camp session. Many items look similar and it can be confusing for both staff and campers.

BEHAVIOR/DISCIPLINE POLICY

Our staff are trained and experienced with handling an assortment of behavior issues and we would like to inform you of our process. We ask that you speak with your camper and discuss what the following means to them as well.

Progressive disciplinary steps in remedying negative behavior:

1. The camper will receive a verbal warning.
2. Camper will be removed from their group for an allotted amount of time or special privileges will be revoked.
3. If the concern continues the parent/guardian will be contacted and asked to take part in the discipline.
4. Any continuation of negative behavior beyond this point is considered serious and may result in the camper's suspension or expulsion from Camp Watchaug.

The following negative behaviors will not be tolerated. At the discretion of the counselor, he/she may choose to have the camper speak with the Camp Director as well.

- Disrespecting staff, other campers and camp property
- Inappropriate name calling and foul language
- Not following directions
- Minor hitting, shoving or pushing
- Straying from the group
- Throwing objects (rocks, sticks, etc.)

The following serious negative behaviors will be immediately addressed by the Camp Director and at her discretion, may result in the immediate expulsion or suspension from Camp Cove without reimbursement. Please understand that our goal is to provide a nurturing and positive experience for each of our campers. Those few campers who choose to create a negative experience for others are not tolerated.

- Aggressive physical contact (hitting, biting and shoving)
- Verbal threats to campers or staff
- Possession/use of illegal substances including but not limited to drugs, alcohol and tobacco
- Stealing
- Destruction of camp property
- Possession of weapons or other hazardous items (including knives)
- Harassment or endangerment of other campers and staff

SAFETY/HEALTH

Staff will be required to wear masks. Campers are encouraged to wear masks, but it is not mandatory.

STAFF RATIOS/SUPERVISION

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.

4-to 5-year-old day campers (Angel Fish)	1:6
6- to 8-year-old day campers (Seahorses & Sting Rays)	1:8
9- to 14-year-old day campers (Dolphins & Sharks)	1:10

ILLNESS, INJURY, AND MEDICATION POLICY

The Health Director and camp staff performs all camp first aid. All staff are certified in CPR, First Aid and AED. 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 100, 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.

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.

Please see COVID-19 Policies and Procedures Handbook for more information regarding COVID-19 procedures and policies.

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 YMCA Camp Cove 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 YMCA Camp Cove.
- Appropriate language is expected of staff, parents, members and campers at all times.
- Respect the YMCA Camp Cove 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.

WEATHER

Camp is a rain or shine event! We will move camp into the YMCA facility and outdoor shelters 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

Please call to inform us if your child will not be attending for a day. If a camper has not been checked into camp and we have not heard from parents, will call you to ensure that they are safe at home.

Please do NOT send your child to camp if they are feeling ill.

DROP OFF/PICK UP PROCEDURES

Drop Off

Due to COVID-19 guidelines this summer we will have to take the temperature of each child before they begin their camp day. Any child with a temperature greater than 100 degrees Fahrenheit will not be allowed to enter camp. In addition, camp staff will screen campers of any observable illness including cough or respiratory distress. Parents should remain in the vehicle at all times. Campers will be asked to roll down their window so camp staff can take their temperature. Once camp staff have taken campers' temperatures and screened for observable illness then the camper will be instructed to exit the vehicle and join their group.

Camp families should check in at entrance to camp where the health screening will take place. Please follow the signage towards the rear of the building to your child's drop/pick up location. Drop off/ Pick up locations are as follows:

Angelfish, Seahorse, Stingray- Baseball Field

Dolphin, Shark- Camp Pavilion & Field

Pick Up

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. We ask that you practice social distancing and wear a mask when picking up your child. We appreciate your cooperation as we protect our staff and campers.

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/Early Pick Up and Late Drop Off

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. Campers are dispersed all over the camp grounds participating in many different activities. It may take up to 30 minutes to get your camper ready to leave if a note is not presented at drop off.

When picking up early or dropping off late please pull up to your camper's pick up/drop off location and call our membership desk, 860-536-3575. The membership team will then radio camp staff and to bring or pick up your camper to their pick up/drop off location.

When driving your child to camp drop off time is 8:45 am - 9:15 am at their designated drop off/pick up location. Pick-up time is at 3:45 pm – 4:15 pm.

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, 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 Business Manager with any questions.

PAYMENT SCHEDULE

- Session 1 is due by June 12
- Session 2 is due by June 26
- Session 3 is due by July 10
- Session 4 is due by July 24
- Session 5 is due by July 31
- Session 6 is due by Aug 7

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 minus 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.
- **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**

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.

Please do not hesitate to contact us with any questions. See you this summer!



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