



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central YMCA

Teen Summer Camp

2024



Parent Handbook

The YMCA Mission Statement:
To put Christian principles into practice
through programs that build a healthy
spirit, mind, and body for all.

Welcome to the Central YMCA Teen Summer Camp

Hello! Finally, summer is here and we are looking forward to having a great summer with your teen! Our staff is well-equipped and passionate about working with your teen and facilitating a meaningful, fun filled experience. Please, never hesitate to contact us with any concerns or questions you may have. Let's have a great summer!

Thanks!
YMCA Camp Director & Staff

Character Development

YMCA's throughout the USA strive to implement our character development program that exemplifies our core values of: CARING, HONESTY, RESPECT, RESPONSIBILITY.

These four core values provide a foundation that guide all YMCA programs, staff trainings, and operations. It is our goal to utilize these four core values to strengthen friendships, incorporate belonging and instill a sense of accomplishment in every participant.

YMCA Teen Summer Camp

Specific Goals Include:

- Develop leadership skills through trips, trainings and group projects.
- Explore making a difference in your community through community service projects.
- Build a healthy spirit, mind and body by engaging in activities that challenge you to be your best self.
- Experience team building while making new friends.
- Hands on learning with camp role models.
- Life skill development through activities that encourage emotional intelligence, confidence and compassion.

General Summer Program Information

Admissions Criteria

Teen Summer Camp participants must be between the ages of 11-15.

Equal Access

We serve all teens regardless of gender, race, color, nationality, religion, ethnicity, or disability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

Special Needs

At the Y we aim to promote an inclusive environment where all teens, whatever their needs, can learn and develop in a happy, caring, and educational environment. We strive to include everyone, but take into account the safety and well being of all participants when determining the participation of any single youth. Decisions are made on a per case basis.

Lost and Found

Lost and found items can be found by inquiring about them at the membership desk and checking with camp staff. The Y is not responsible for lost items.

Marketing

On occasion, the Y takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting Y programs. On the registration form you will be asked for permission to include your teen in these promotional materials.

Feminine Needs

On occasion, females may need personal products. Please pack enough for their needs, and in an emergency, please advise them to let a counselor know and they can stop by our front desk to retrieve their needs. Please let the director know if you have any questions!

Lunch/Snack Procedure

Daily, lunch will be provided for your teen in the branch. You are able to pack a lunch if you prefer. We do ask that you pack a snack and water bottle for your child daily.

Staff Relationships Outside of Y Program

For the safety and protection of your teen and our staff, Y employees are not allowed to babysit for program participants, spend time outside of the program with your family, transport children in their private vehicles, or contact families by personal phone, email, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to do so.

Swimming

Test. Mark. Protect.

All swimmers 13 years old and younger are required to pass a swim test before being allowed in a Y pool without a US Coast Guard approved lifejacket or without direct adult supervision. This is to help ensure that all pool patrons are promoting water safety behavior. After successful completion of the test, green bands will be given by your teens counselor.

Green Band Approved: Teens can swim in any area of the pool unassisted.

Not Approved: Teens must stay in water no deeper than below the shoulder line.

IMPORTANT NOTE: Lifeguards have the discretion to mandate a US Coast Guard Approved lifejacket on a swimmer at any time as well as require a swim test for any swimmer at any time.

Drop-Off Procedures

Drop-Off

Camp begins at 9:00am each day.

There will be no before and after care provided for camp participants.

Once the teen is signed in they are released to the YMCA facility until 9am when the program begins. It is the teens' responsibility to arrive on time at 9am when the program begins. According to our YMCA policy all youth ages 11+ can be on their own in the facility. **You MUST come in and sign in your child. This ensures we know they are supposed to be here. There are no exceptions.**

If your teen *is* a member of the YMCA of Greater Fort Wayne and is at least 11 years of age they can use the YMCA facility before 9am and after 4pm.

If your teen *is not* a current member of the YMCA of Greater Fort Wayne but is at least 11 years old, then the option to use the YMCA facility once dropped off or released from the camp for the day is limited to only the lobby until the camp begins or they are picked up.

Any time spent in the YMCA by your teen before 9am and after 5pm will not be under the direct supervision of a YMCA staff member.

We expect your teen to follow all YMCA policies and procedures while using the YMCA facility and in the camp.

Pick Up Procedures

Pick-Up

Camp ends at 5:00pm each day.

There will be no before and after care provided for camp participants.

Your teen will be released to the YMCA facility and will not need signed out by a parent.

According to our YMCA policy all youth ages 11+ can be on their own in the facility.

If your teen *is* a member of the YMCA of Greater Fort Wayne and is at least 11 years of age they can use the YMCA facility before 9am and after 5pm.

If your teen *is not* a current member of the YMCA of Greater Fort Wayne but is at least 11 years old, then the option to use the YMCA facility once dropped off or released from camp for the day is limited to only the lobby until the program begins or they are picked up.

Any time spent in the YMCA by your teen before 9am and after 5pm will not be under the direct supervision of a YMCA staff member.

We expect your teen to follow all YMCA policies and procedures while using the YMCA facility and in the camp

Dress and Electronic Policies

What to Bring/Pack

All camp participants are asked to bring a backpack/bag for our program. Please pack the following items everyday:

1. Non-refrigerated snack
2. Water bottle
3. Sun Screen and bug spray
4. Swim suit and towel
5. Pen, pencil, paper
6. Lock for lockers

What to Wear

Part of the camp will involve volunteering at local agencies. Due to strict guidelines with different agencies we suggest wearing the following

1. Gym shoes (no flip flops or sandals)
2. Comfortable neutral work clothes
3. Sunglasses
4. Bandannas or Hats
5. Hair ties for teens with long hair

Please be mindful of weather conditions each day and bring an extra jacket, umbrella or other weather related items as needed.

Cell Phone and Electronics Policy

We will be allowing our camp participants to bring along cell phones and tablets. We will be utilizing them throughout our week to help capture our fun and journal. As always, we are not responsible for lost or stolen items.

Illnesses & Injuries

Illness

If a teen has a temperature of 100 degrees or over, is vomiting, or shows other signs of illness, parents are asked to keep their teen at home. Your teen should not return to camp after an illness until they have been symptom free for 24 hours or are otherwise cleared by a doctor's note. Please be sure to alert staff of any changes in your teens medical needs daily.

Illnesses Occurring During Program Hours

If your teen becomes ill during the camp, they may be isolated from other participants and you will be contacted to pick him or her up. The YMCA is not equipped to handle illness beyond securing their immediate comfort. You will be asked to drive to our current location take your teen home if they have a fever, are vomiting, or showing other signs of illness.

Communicable Disease and Head Lice

Communicable diseases are diseases that are transmitted from one individual to another and easily spread among children. Common communicable diseases among children are pink eye, ringworm and chickenpox.

1. The YMCA reserves the right to inspect a camp participants head in the event lice is suspected in order to protect all of the other students, staff, and parents.
2. In the event nits/head lice are found among your teen, a parent/guardian must pick-up them up within one hour of the notification.
3. The YMCA will notify all parents of all nits/head lice cases when found or reported.
4. Participants with nits/head lice must not return to the YMCA Day Camp Program until 24 hours after first treatment is completed.

Injuries during program hours

In the event that your teen is injured during camp hours, the YMCA will contact you by phone if:

1. Your teen sustains a head injury of any kind (head bumps included)
2. Your teen is in need of medical assistance beyond basic first aid provided by the YMCA

Medication During Program

Any medication which needs to be administered during program hours must:

1. Be accompanied by a "Permission to Medicate" Form with a Dr.'s signature.
2. Be brought in its original container with the teens name, physician's name, and drug name on the container
3. Have specific Doctor instruction for dosage, times, etc.
4. No over-the-counter medication, including aspirin, cough medicine, etc. will be given without a doctor's written consent.
5. Staff cannot split pills or administer amounts other than specified on bottle.

Allergies

The YMCA is only made aware of allergies through the health form that you fill out during registration. If your teen has a severe allergy, please be sure to notify the YMCA staff with any additional instructions before their camp session starts. If your teen needs medication or emergency intervention due to allergic reactions, the proper forms (noted above) must be completed and turned in before YMCA staff can administer medications.

Special Needs

When it is mutually determined by the YMCA Staff that a child needs professional assistance beyond the capabilities of the staff in areas of social, emotional, cognitive, language, and/or motor development growth, the parent(s) will be informed that our program does not have the adequate resources to care for their teen. We always strive to include everyone, but take into account the safety and well being of all campers when determining the participation of any single person. Decisions are made on a per case basis.

Behavior Management Procedures

Philosophy

The YMCA strives to maintain a positive approach to managing behavior at all times. The overall safety of all participants is our highest priority.

Process

In cases of inappropriate behavior, the following will be employed.

1. **Redirection:** Every effort will be made to help the teen understand the inappropriateness of his or her actions and agree to an alternate form of behavior. A verbal warning will be given at the onset of inappropriate behavior.
2. **Removal from the Specific Activity :** When a warning has been issued and behavior has not changed, removing the teen from the activity for a personal time out is necessary.
3. **Behavior Reports:** When staff are not successful in correcting behavior, or the behavior is of a serious nature, a behavior write-up will occur. The write-up will be discussed with the teen and parent, and requires a parent/guardian signature. If a child receives three write-ups, a parent conference will be required.
4. **Removal from the Program for Inappropriate Behavior:** If the above process has not resulted in corrected behavior, the family will be asked to remove the child from the program.

Serious Behavior Issues

When a teen has a serious discipline problem, the parent may be called by staff and asked to pick up the teen. They may be suspended from the program for a period of one to five days or may be removed from the program entirely. No teen will be allowed to continue in the program who becomes a safety hazard to him/herself or others. In addition to behavior management procedures outlined above, parents must be aware that a teen may be released from the program, without refund, for the following misconduct:

1. Leaving the camp premises without permission, or going into unauthorized areas
2. Using foul language, being rude or discourteous to staff and other children
3. Defacing property
4. Physical Violence (fighting, biting, putting hands on another child, threatening)
5. Bringing or using any illegal substances and weapons
6. Any demonstration of sexual contact/words
7. Any behavior that jeopardizes the safety of staff or participants
8. Stealing

Other Behavior Related Issues

No staff member will ever, strike, swear at, abuse, or threaten with physical intimidation either a participant or parent. No staff member will allow a participant to be stricken, sworn at, abused or physically intimidated by anyone else in the program. No staff member will ever solicit or accept gratuities in consideration for any treatment of a participant.

Parent Conferences

Informal or formal conferences may be requested by staff or parents regarding their teen's behavior. Conferences are requested after multiple behavior reports. Staff will make every attempt to better provide for a teens needs when we are made aware of these changes.

Payments

Deposits

A \$15 *non-refundable, non-transferable* deposit per camp week is due at registration. This deposit is to hold your teens spot on the weeks of your choice.

Balance

The balance for the week your teen will be attending MOVE is due by the Monday the week begins.

How to Cancel a Week of Camp

You must call the Central YMCA by the 1 week *prior* to the week of attendance to cancel a week of camp. All calls made to cancel prior to the week of camp will be issued a full refund, less the deposit. If you do not call 1 week prior to the week of attendance you will be responsible for paying *half of that week's cost*. You must contact the Camp Director to cancel a week of camp.

Financial Assistance

We believe that no one should be turned away due to the inability to pay. Our Annual Campaign is a Y initiative that provides scholarships for programs and memberships to children and families in need. Those families unable to pay the full cost of participation are encouraged to apply, please call any Fort Wayne Y or download an application from the website. Once approved you will receive an award letter.