

Program Information

Hours: 7:00 am - 5:30 pm, Monday - Friday. All children attending meet at the YMCA. Bus leaves the YMCA for Camp at 8:30 am and returns at approximately 4:30 pm.

Camp Thompson: Camp Thompson is located in Smyrna, just off Chenango County Route 16. The Camp Thompson phone number is 334-7568; this is where you may get in touch with the Day Camp staff if there is a problem between the hours of 9 am and 4 pm. An answering machine is on site and checked frequently so you can leave a message if you don't get an answer, or call the Norwich Family YMCA at 336-9622.

What to Bring: Campers should bring a bag with the following items every day to camp unless otherwise specified: lunch, bathing suit, sneakers and towel. The following items are suggested: Sweatshirt and a change of clothes. Please remember to put your camper's name on *everything* he/she brings to camp.

Rain Days: Depending on attendance and programs, we may go to camp if it is raining. Please send rain gear on these days. We have several buildings we may use on these days and a variety of rain activities, but campers will have to walk from one building to another so rain gear will be needed. If thunder and lightning occur or if severe storm watches are in effect, we will return to the YMCA.

Overnights: Campers will have an opportunity to stay overnight with our staff at Camp Thompson. During the overnights campers may enjoy "camp" activities such as campfires, skits, dances and more. The fee for overnight campers is \$25. We provide dinner and breakfast on the overnight as well as extra

snacks. Campers will stay at camp while the rest of the group goes home on the bus and will join the group the following day after breakfast has been served. Campers must be signed up by Monday for the overnight of that week so we can adjust staff and supplies for activities accordingly. The overnight dates will be determined. A family fun night will be scheduled at the conclusion of the summer.

Parental Role: Your involvement with the program and cooperation with policies and procedures are essential. Please take time to talk with your child as well as with the staff about your child's day. Working together will enhance your child's camp experience and create long-lasting and positive memories. If you have any questions, concerns or comments please call the Norwich Family YMCA at 336-9622, ext. 29.

Please use the following checklist to ensure you have all of the correct forms needed for your child to attend the Norwich Family YMCA Day Camp Program.

- YMCA Childcare Information Form with Medical Information Form
- Immunization records
- Parent/Camper Agreement
- Registration Fee



Policies & Procedures

Attendance & Pickup/Drop Off: Attendance is taken several times throughout the day to ensure the safety of all children.

- If your child is signed up for day camp, he/she should arrive at the YMCA by 8:20 am. If he/she is not here by that time, and we have not been otherwise notified, we will contact you to make sure your child is safe and is where he/she is supposed to be.
- If you know your child will not be attending for the day but is signed up to attend, please call the YMCA front desk at 336-9622 ext "0". If it is before or after operating hours, you may leave a message.
- When picking up your child you must come into the facility and sign your child out for the day. This is very important to ensure the safety of your child and it also enables the staff to communicate any messages and information about your child's day and upcoming events.
- Only those authorized on your child's information form may pick your child up. We will not release your child to anyone else's care.
- In order to ensure the safety of your child please provide us with any custody papers that are applicable at the time your child is enrolled in our program. If a change in custody matters occurs while your child is on our care, please provide us with that information immediately. Unless you provide the legal documentation regarding custody, we can release the child into the custody of any parent or guardian listed on the Childcare Information sheet.
- Children must have written permission to walk home after the program. The note must also contain the time you would like your child to be dismissed to walk home.
- All children must be picked up by 5:30 pm unless a parent has made prior arrangements

with the Camp Director. If there has been no notice from the parent by 5:30 pm, a YMCA staff member will:

1. Call the parent,
2. Call all emergency contacts listed on the Day Camp Information Form,
3. If no contact has been made by 6:00 pm, the child will be considered abandoned and the authorities will be notified.
4. An additional fee will be assessed for any child picked up after 5:30 p.m.

Discipline Policy

All YMCA Child Care programs strive to use discipline in a fair, nurturing manner. Demeaning methods of punishment are not acceptable. All camp rules will be communicated and explained to the children several times each week. The YMCA takes pride in guiding children to become successful and happy individuals who are learning to independently get along with others. This is achieved by using the following methods:

- **Role Modeling:** To effectively exemplify good qualities needed for acceptance in a group
- **Positive Reinforcement:** To encourage repetition of good behavior
- **Ignoring Negative Behavior as Much as Possible:** To focus on positive behavior
- **Reinforcing Problem Solving:** To use skills such as settling disagreements without aggressiveness, predicting consequences, thinking about feelings of others
- **Cool Down Time:** To provide time for reflection for repeated negative behavior. A staff member will discuss the child's behavior and appropriate behaviors with the child at this time.
- **Removal of Privileges:** When appropriate
- **Reasoning and Logic:** To help children to think through problems and find solutions that work best for everyone concerned.

Illness, Injury & Medication

Our health policies are made and followed for the safety and well-being of your child as well as the staff and other children in the program. Please read these policies carefully.

- A child should be kept home if he/she is showing any of the following symptoms:
 - A temperature of 100 degrees or more
 - Heavy nasal or eye discharge
 - Persistent nausea, vomiting or diarrhea
 - Complaints of ear aches or drainage
 - Persistent cough
 - Any bacterial or viral illness
 - Any communicable illness
- Please inform the camp director or a counselor of any illness or injury, especially if it is contagious.
- If your child receives a minor injury, you will be informed of the incident when you come to pick up your child.
- If your child is seriously injured or becomes ill, the camp director or a senior counselor will attempt to contact the parent or guardian. If unavailable, the director will call the people you listed as emergency contacts.
- If your child needs to take medication while at camp, the following must be done:
 1. A medication release form must be filled out and given to the camp director before any medication may be administered.
 2. The medication must be brought to the camp director in an original prescription bottle with the physician's name, phone number, name of drug, dosage to be given and time to be given.

**Medication may be kept at camp. The Norwich Family YMCA will provide a locked area for all medication to be stored.*

Registration & Payment

All children must be registered and paid for in advance.

- You may register your child by the day, session or for the whole summer. State law requires a new camper health form to be filled out with all current immunizations and health information. **This must be filled out BEFORE your child may attend camp.** Your child is not considered registered for the day until a payment for that day has been made.
- Payments for camp may be made at the YMCA front desk.
- Once your child is registered, a spot is reserved for him/her and staff and supplies are adjusted accordingly. If your child is ill and will not be attending the day camp program, please notify the YMCA front desk before 8 a.m. All credits are at the discretion of the Finance Department.

We look forward to an enjoyable experience with your child at camp this summer.

The Norwich Family YMCA Reserves the right to search Camper's Back Packs and Belongings for contraband.



See You At Camp!
Norwich Family YMCA

68-70 North Broad Street
Norwich, NY 13815
Phone: (607) 336-9622



Day Camp Parent Handbook



Norwich Family YMCA, 68-70 North Broad Street, Norwich, NY 13815
607-336-9622 www.norwichymca.com