



**FIND YOUR FUN.
FIND YOUR Y.
PARENT HANDBOOK
SUMMER 2024**

**»» Norwich Family YMCA
Camp Thompson**

607-336-9622
kreppert@norwichymca.org
www.norwichymca.com

For a better us.®



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

May, 2024

Dear Parents and Guardians,

Thank you for choosing the Norwich Family YMCA to be the provider of care for your child(ren) this summer. It is of the utmost importance to us to create environments that are safe, positive, engaging, and fun for all individuals who participate in our programs. We are thankful to have the opportunity to provide this service for the community and we are excited to have you and your family join us.

In this handbook you will find information about Y Camp Thompson including fee schedules, details about the facility, hours of operation, and program policies and procedures. With this document, we would like to promote communication between our staff and your family and help to answer any questions that you may have about our programs. Please read this handbook carefully then review the camp rules and guidelines with your child.

At Y Camp Thompson, children will be able to experience a variety of age appropriate activities that allow for self-expression, creativity, physical recreation, and experiential learning. Summer is a time for kids to explore new things and expand their imaginations. At camp, every day is a new adventure! Our camp staff strives to implement programming that teaches life skills, an appreciation for the environment, and creating lasting friendships in a safe, healthy, and supportive outdoor setting. In our youth programs we instill the core values of respect, responsibility, caring, and honesty.

The staff and I are looking forward to more fun and adventures this summer. We thank you for entrusting us with the care of your loved one(s) and can't wait to experience this camp season together.

For more information please do not hesitate to contact us at any time.

Sincerely,

Kelly Reppert
Youth Development Director
Norwich Family YMCA
68-70 North Broad Street
Norwich, NY 13815
607-336-9622 ext 1028
kreppert@norwichymca.org
www.norwichymca.com



ABOUT OUR CAMP

DAY CAMP

The Norwich Family YMCA Day Camp offers an authentic summer experience for children in Kindergarten through 6th grade. On sunny days, campers will travel to Camp Thompson where they will engage in a variety of activities such as, swimming, nature walks, and playing outdoor games. Rainy days will be spent at the YMCA swimming, playing indoor games in the Kids' Gym and Big Gym, and completing crafts. Children will be placed into age appropriate groups. Each group will have two dedicated camp counselors that will guide them as they make rotations to the various activities throughout the day. Each week will feature a special activity such as a field trip, guest teacher, or experiential learning experience. It will be a summer full of new experiences, friendships, and loving the outdoors!



OUR FACILITY

Camp Thompson

The Norwich Family YMCA's Camp Thompson is a 200-acre site located in Smyrna, NY. Camp Thompson is a wonderful place for your child to spend the summer hiking the many trails, swimming in our own private lake, or just enjoying the scenic environment around them. The camp's amenities include a main lodge with a full kitchen, bathroom facilities, a pavilion with plenty of seating, a playground, shower house, and more.

Address: 330 George Crumb Rd, Smyrna, NY 13464 (located off of County Rt. 16)

Camp Thompson Phone: (607) - 334 - 7568 (use this number to reach camp counselors between the hours of 9:00 AM and 4:00 PM. Leave a message and a counselor will return your call.)

Norwich Family YMCA Phone: 607 - 336 - 9622 (use this number at any time to reach staff at the YMCA or for immediate assistance.)



REGISTRATION

All parents/guardians must complete the online Day Camp Registration form which can be found at: <https://norwich.recliquecore.com/programs/> using the 'Day Camp' program.

Changes to registration can be made online, or by contacting us at 607-336-9622 x1028 or kreppert@norwichymca.org.

We must have the following completed forms and documents **prior** to your child attending Camp:

- Norwich Family YMCA Day Camp Registration Packet (online)
- Parent Statement of Understanding (online)
- Behavior Management Policy (online)
- Copy of Insurance
- Immunization Record

Upon registration, parents must pay a \$25.00 non-refundable registration fee and any outstanding balances will need to be paid in full.

PAYMENT INSTRUCTIONS

Weekly Payment - Payment is expected prior to the day that your child attends camp.

This year we are offering a part-time and full-time weekly rate. The part-time rate will apply to campers who will be attending one—two days in the week. The full-time rate will apply to campers who will be attending 3—five days in the week. Please be sure to select the correct rate at registration so that you are charged the correct amount.

You will be prompted to make your weekly payment upon registration. We accept cash, check, or credit card. Registration and payments are to be made online, or at the YMCA Front Desk.

WEEKLY FEES: Full Time \$150.00/child YMCA Members \$210.00/child Non-Members
Part Time \$60.00/child YMCA Members \$84.00/day/child Non-Members

SCHOLARSHIP PROGRAM: The Norwich Family YMCA will not deny participation in any activity due to an individual's inability to pay. YMCA "Open Doors" applications are available at the YMCA Front Desk and can be returned to the Executive Director. Allow at least 2 weeks for application processing.

MEMBERSHIP: Save on program costs and become a YMCA member! A monthly Youth Membership is just \$16.00. For more information on membership options contact the Member Service Desk at 607-336-9622.



COUNSELORS AND STAFF

Having the highest quality leadership is a top priority of all of our Youth Programs at the Norwich Family YMCA. All staff and counselors go through training. Counselors are certified in CPR for the Professional Rescuer and First Aid through the American Red Cross. Our Counselors receive additional training that includes, but is not limited to, the YMCA Mission, group management, child abuse, aquatic safety, and transportation safety. Other staff who will be interacting with your child(ren) at camp will be our Aquatics Director, and lifeguards. Our lifeguards are trained through the American Red Cross and certified as Waterfront Lifeguards, which include CPR for the Professional Rescuer and First Aid.

Executive Director of the Norwich Family YMCA - James Mullen jmullen@norwichymca.org

Youth Development Director - Kelly Reppert kreppert@norwichymca.org

Aquatics Director - Tucker Norton tnorton@norwichymca.org

Summer Camp Director - Kinsey Chase

ATTENDANCE AND PICK UP / DROP OFF PROCEDURES

Campers will gather at the Norwich Family YMCA starting at 6:30 AM. A Bus will come to transport the children to Camp Thompson at 8:30 AM. Attendance and head counts are taken several times throughout the day to ensure the safety of all children. Children will leave camp to return to the YMCA at 4:00 PM. Pick up from the YMCA will occur between 4:30 and 5:30 PM.

- Campers must arrive at the YMCA by 8:15 am.
- If you know your child will not be attending for the day but is signed up to attend, please call the YMCA at 336-9622 x1028 and leave a message or email kreppert@norwichymca.org.
- Drop off and pick up will occur at the Community Room Doors. Please do not leave until you are sure that that your child has been signed in or out by a YMCA Staff member. For the safety of your child, **the staff cannot release any child to an individual that is not on the child's application form**. Please contact the Youth Development Director to make additions. You may be asked to show I.D. until faces become familiar to staff.
- In order to ensure safety of your child, please provide us with any custody papers that are applicable at the time your child is enrolled in our program. 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.
- All children must be picked up by 5:30pm. If there has been no notice from the parent by 5:30pm, a YMCA staff member will:
 - Call the parent.
 - Call all emergency contacts listed on Day Camp Information form.
 - If no contact has been made within 1 hour, the child will be considered abandoned and the authorities will be notified.
 - An additional fee will be assessed for any child picked up after 5:30pm.
- Pick up and drop off at Camp Thompson is discouraged and should only occur under special circumstances. This can be difficult as the Camp Counselors and children will be engaged in various activities throughout the Camp. In the event that there is a special circumstance, an arrangement can be made with the Camp Director.



WHAT TO BRING

Each child needs to bring their backpack with the following items:

- Bag Lunch (Lunches may be kept in a refrigerator at camp. They should be nutritious, ready to eat with no warming required, and should not include soda or glass containers.)
- Swim Suit and Towel
- Jacket or Sweatshirt
- Change of Clothes
- Sneakers and Socks (no flip flops, Crocs, sandals, etc.)
- Water Shoes, optional
- Water Bottle
- Hats
- Bug Spray

Please purchase & donate a bottle of spray sunscreen at least SPF 50 per child to be included in the community sunscreen bin and used throughout the summer.

Each camper is responsible for their belongings while they are at Camp Thompson and at the YMCA. We highly recommend that you label everything with your child's name.

ADDITIONAL INFORMATION

Rainy Days

We do plan on going to camp as much as possible during the camp season. Please send rain gear for potentially rainy days. We have several buildings we can use during these days, but campers will have to walk between buildings. If thunder and lightning or severe storms are in effect we will return to the YMCA.

Field Trips

We will be taking one to two field trips this summer. Specific details regarding the Field Trips will be dispensed once everything is finalized. There is no additional cost for field trips. We will ask that campers bring a disposable lunch and wear the provided Y Camp shirts on field trip days.



CAMP HEALTH / ILLNESS

The YMCA is sensitive to the physical and emotional well-being of each child on a daily basis. For each child's protection, the following regulations are in effect:

- Parents must monitor their child's daily health in order to verify that their child's health is adequate for participation in the program.
- Children must be fever free for at least 24 hours before returning to the program.
- A child who is fatigued or shows signs of illness should be kept home. This is done for the health and the welfare of all campers.
- If a child becomes overly fatigued, ill or injured while at the YMCA, the parent will be notified promptly. If you are unavailable, A camp counselor will call those indicated on your emergency contact form.
- If your child receives a minor injury while at camp you will be informed of the incident when you come to pick up your child.
- If a child is exposed to a communicable disease, parents are asked to notify the staff immediately, so the incubation dates may be verified, and the health of all children may be protected.

MEDICINE ADMINISTRATION

Our staff are not able to administer medication. If your child needs to take medication during program hours arrangements will have to be made with the Camp Director so that a Parent/Guardian can come the program to administer the required medication.

EMERGENCY POLICY

After determining the nature of the illness or injury, the following steps will be followed:

- First aid will be given and appropriate first aid measures will be followed.
- Based on the nature of the emergency treatment will be assessed administered by staff. Staff are trained in American Red Cross First Aid and CPR/AED. Family will be contacted and advised.
- If family cannot be reached, we are authorized by your signature on the registration form to secure appropriate medical attention from your child's physician or our consulting pediatrician. Should your child's condition warrant further action, we would utilize 911; an ambulance will transport your child to the nearest hospital.



BEHAVIOR MANAGEMENT POLICY

It is the goal of Norwich Family YMCA Child Care Programs to provide a fun, safe, and secure environment for all participants. The YMCA teaches the core values of **caring, honesty, respect, and responsibility**. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

Behavior Management Techniques

YMCA staff will:

1. Involve the children in the development of the "house rules."
2. Maintain consistent behavior expectations and reinforce the Four Core Values, listed above.
3. Guide children by setting clear, consistent, fair limits for program behavior.
4. Use natural and logical consequences.
5. Redirect children to a more acceptable behavior or activity.
6. Use positive reinforcement, including a positive behavior recognition program.
7. Make eye contact and listen when children talk about their feelings and frustrations.
8. Guide children to resolve their own conflicts through the use of conflict resolution skills.
9. Use effective praise that is immediate, sincere, and specific.
10. Modify and structure the environment to attempt to prevent problems before they occur.

Behavior Management Action Steps

1. "Personal Time" – removal of child from a situation for up to 5 minutes, depending on the age of the child, so they can regain control of their behavior.
2. Verbal or written communication to parent/guardian regarding child's behavior.
3. Disciplinary Notice:
 - A child's behavior may result in the child being given a disciplinary notice. Two disciplinary notices are considered warnings.
 - Three disciplinary notices, within any childcare program, will result in the suspension of the child. The Site Director or Program Director will arrange a meeting with parent(s)/ guardian to discuss the child's behavior.
 - If the child is reinstated and receives a fourth disciplinary notice during that program, the Site Director and/or Program Director will suspend the child immediately and indefinite termination from the program may result.
4. Behavior Action Plan/Improvement Plan.
5. Suspension – Serious behavior problems will result in immediate suspension.
6. Termination – Our program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to the following:
 - Behavior that requires constant attention from the staff.
 - Behavior that inflicts physical or emotional harm on other children, staff members, or self.
 - Behavior that abuses the staff and/or ignores or disobeys the rules.





RECEIPT FOR PARENT HANDBOOK 2024
Norwich Family YMCA

Child(ren's) Name (PRINT)

Parent's Name (PRINT) _____

I acknowledge that I have received a copy of the Norwich Family YMCA Day Camp Parent Handbook for 2023.

I will read and abide by the policies and procedures of the Norwich Family YMCA.

Parent Signature _____

Date _____

