



YMCA of Simcoe / Muskoka

My Y. For Good!

FAMILY HANDBOOK
YMCA SUMMER DAY CAMPS



www.ymcaofsimcoemuskoka.ca

2012

Director’s Note

Welcome to the YMCA Summer Day Camp 2012 season. This guide has been designed to help you feel at ease with the camp process and to answer most, if not all of your pre-camp questions.

Our YMCA Day Camp programs emphasize fun, safety, skill and social development built upon a foundation of our YMCA core values; caring, honesty, inclusiveness, respect and responsibility.

This handbook contains everything you need to know about your child’s summer day camp experience. Contact numbers, bus stop locations, what to bring, camp hours, absenteeism, photographs, and the Camper Code of Conduct are just a few of the many topics covered. I am looking forward to meeting your camper this summer! I would like to extend my sincere thanks to you for choosing the YMCA, Welcome to Day Camp 2012.

If you find you still have questions after you read through the following pages please feel free to contact us using the contact information provided.

Sincerely ,

Elana Martins

Director of Day Camps
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705-726-6421 ext 252

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Family Communication

Communication before, during and after your child’s camp experience is incredibly important to us. We have a number of different tools and strategies that we use in order to ensure optimum communication between you, the camper and our camp staff, including:

1) **Day Camp toll free number** – please feel free to contact us with any questions at 1.866.895.9622. During the camp season, we would encourage you to contact your child’s on-site camp coordinator directly to ensure more immediate assistance. You will find their information on the weekly Camp Newsletter.

2) **Weekly Camp Newsletters** – at the beginning of each week your camper will be sent home with a newsletter outlining the plan for the week ahead, as well as the name and contact number for your on-site coordinator.

3) **Absences** – if your child will be absent from camp, please call 1-866-895-9622 and leave a message outlining the following;

- Camper name
- The camp at which they are registered
- Location of the camp
- Reason for being absent

4) **Camper Calls** – you will receive a camper call a few days prior to camp from you campers counsellor. Please ensure we have your correct contact information to ensure you receive this phone call. If you do not receive a call, please contact your local YMCA for more information.

Contact Numbers

Barrie YMCA.....	705-726-6421
Collingwood YMCA.....	705-445-5705
Gravenhurst YMCA	705 687-9899
Innisfil YMCA	705-431-9622
Midland YMCA	705-526-7828
Orillia YMCA	705-325-6168
Parry Sound YMCA	705-746-0511
Wasaga Beach YMCA.....	705-429-9622
YMCA Geneva Park.....	1-866-895-9622

YMCA Day Camp Locations

Barrie YMCA

22 Grove Street West, Barrie ON L4N 1M7

Collingwood YMCA

Box 592, 200 Hume Street, Collingwood, ON L9Y 4E8

Geneva Park YMCA

6601 Rama Road, RR6 Orillia L3V 6H6

Gravenhurst YMCA

101 Centennial Drive, Gravenhurst, ON P1P 1B7

Innisfil YMCA

7315 Yonge Street, Innisfil, ON L9S 4V7

Midland YMCA

560 Little Lake Park Road, PO Box 488, Midland, ON L4R 4L3

Orillia YMCA

300 Peter Street North, Orillia, ON L3V 5A2

Parry Sound YMCA

36 Smith Crescent, Parry Sound, ON P2A 2W9

Wasaga Beach YMCA

1724 Mosely Street, Wasaga Beach, ON L9Z 1Z7

The YMCA Camper Code of Conduct

As a camper I pledge that:

- I will make honesty the basis of all relationships and interactions
- I will care for myself, those around me and our environment
- I will accept all campers and allow each camper equal opportunities and involvement
- I will respect myself, others and our environment
- I will be responsible for my own actions, attitudes and behaviours

Why a Code of Behaviour?

A Code of Behaviour helps to:

- Build team spirit and a sense of belonging
- Ensure everyone takes responsibility for his or her own behaviour and attitude
- Contribute to the safety of campers and staff

When a child does not follow the behaviour guidelines, we take the following steps:

Step 1: Staff directs the child to more appropriate behaviour. The child is reminded of the behaviour guidelines and rules, and a discussion will take place.

Step 2: If the inappropriate behaviour continues staff documents the situation. This written documentation includes: what the inappropriate behaviour is, what provoked the situation, and the corrective action taken. Staff notifies their Camp Coordinator of the situation and the Camp Coordinator (with staff) discusses the situation with parent.

Step 3: If the inappropriate behaviour continues the Camp Coordinator notifies the Camp Director of the situation. The Camp Director discusses the situation with the parent in order to come up with a plan to manage inappropriate behaviour. If inappropriate behaviour continues to disrupt the program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviours are not acceptable and may result in the immediate suspension of a participant for the remainder of the current program day, week or possibly the entire summer.

- Endangering the health and safety of children and/or staff, members, volunteers
- Stealing or damaging YMCA or personal property
- Leaving the program without permission
- Continual disruption of Camp Program
- Refusing to follow the behaviour guidelines or rules
- Using profanity, vulgarity, or obscenity
- Refusal to participate in activities or cooperate with staff
- Physical violence or bullying/teasing toward another camper, staff, member, or volunteer

Bus Numbers, Routes and Times

Barrie - Route # 1

Stop #	Location	Pick Up Time
1	Ferndale Woods P.S.	8:00 AM
2	Barrie YMCA	8:15 AM
3	Grace United Church	8:35 AM
	Geneva Park Arrival	9:15 AM

Stop #	Location	Drop Off Time
	Leaves Geneva Park	3:40 PM
3	Grace United Church	4:20 PM
2	Barrie YMCA	4:45 PM
1	Ferndale Woods P.S.	5:00 PM

Innisfil - Route # 2

Stop #	Location	Pick Up Time
1	Warnica P.S.	8:00 AM
2	Stroud Library	8:15 AM
3	Alcona Glen P.S.	8:20 AM
	Innisfil YMCA Arrival	8:30 AM

Stop #	Location	Drop Off Time
	Leaves Innisfil	4:30 PM
3	Alcona Glen P.S.	4:40 PM
2	Stroud Library	4:55 PM
1	Warnica P.S.	5:10 PM

Orillia - Route # 3

Stop #	Location	Pick Up Time
1	Notre Dame C.S.	8:15 AM
2	Orillia YMCA	8:30 AM
3	Mt. Slaven P.S.	8:40 AM
4	Regent Park P.S.	8:50 AM
	Geneva Park Arrival	9:15 AM

Stop #	Location	Drop Off Time
	Leaves Geneva Park	3:40 PM
4	Regent Park P.S.	4:00 PM
3	Mt. Slaven P.S.	4:10 PM
2	Orillia YMCA	4:20 PM
1	Notre Dame C.S.	4:45 PM

Gravenhurst - Route # 4

Stop #	Location	Pick Up Time
1	Gravenhurst YMCA	8:15 AM
	Geneva Park Arrival	9:00 AM

Stop #	Location	Drop Off Time
	Leaves Geneva Park	3:40 PM
1	Gravenhurst YMCA	4:30 PM

*Pick-up and drop-off times are approximate.

Bus Stop Locations

BARRIE:

Ferndale Woods Elementary School - 170 Ferndale Dr. S.
Serving: All Barrie YMCA Day Camps and all YMCA Geneva Park camps

Barrie YMCA - 22 Grove St. West
Serving: All camps based at YMCA Geneva Park

Grace United Church - 350 Grove Street East
Serving: All camps based at YMCA Geneva Park

INNISFIL:

Warnica Public School, The Annex - 211 Warnica Rd. Barrie
Serving: Innisfil YMCA Camps

Stroud Library - 7883 Yonge St., Innisfil
Serving: Innisfil YMCA Camps

Alcona Glen Public School - 1310 Innisfil Beach Rd, Innisfil
Serving: Innisfil YMCA Camps

ORILLIA:

Notre Dame Catholic School - 1110 Harvie Settlement Road
Serving: All Orillia YMCA Summer Camps and all YMCA Geneva Park Camps

Orillia YMCA - 300 Peter Street North
Serving: All YMCA Geneva Park Camps

Mount Slaven Public School - 50 Westmount Dr. N.
Serving: All YMCA Geneva Park Camps

Regent Park Public School - 485 Regent St.
Serving: All YMCA Geneva Park Camps

GRAVENHURST

YMCA Gravenhurst - 101 Centennial Drive Gravenhurst
Serving: All YMCA Geneva Park Camps

BUS SAFETY

Please review bus safety with your camper if they are riding the bus to camp this summer. The camp day begins on the bus and our staff will be planning and leading activities, songs and games on the bus ride. We recognize the importance of ensuring all camper's safety while on and around the bus. At each bus stop, there will be a YMCA staff person assigned to greet you in the morning and to see you at the end of the day. Please respect the pick up and drop off times.

A Typical Day at Camp

Each location varies in schedule/program
- This reflects most of our Camp YMCA Programs

- 8:30 a.m. **Welcome! Campers arrive at camp Your signature is needed to sign them in on the Camp Roster**
- 8:45 a.m. Flagpole - Morning Announcements
- 9:00 a.m. Icebreaker/Active Games
- 10:00 a.m. Morning Snack
- 10:15 a.m. Team building/Outdoor Games
Arts and Crafts or Campers
Choice Activities
- 12:00 p.m. Lunch
- 12:30 p.m. Arts and Crafts
Team building/Outdoor Games
Arts and Crafts or Campers
Choice Activities
- 1:00 p.m. Camp Wide / Gym/Fitness Games
- 2:00 p.m. Swimming
- 3:15 p.m. Snack
- 3:30 p.m. Afternoon Flagpole
Team building/Outdoor Games
Arts and Crafts or Campers
Choice Activities
- 4:15 p.m. Closing Flagpole
- 4:30 p.m. Campers picked up at the YMCA

Your signature is needed to sign your camper out on the Camp Roster

Same Group Requests

Your YMCA Day Camps will make every effort to accommodate your mutual camper request. In order to promote positive group cohesion, we are unable to honour multiple camper requests in the same group. In order for us to see the request, please make a note of it on your Online Registration or hard copy registration. We limit one request per camper which will allow your camper the opportunity of meeting new friends. We need both campers to have each others name listed on the registration form.

Camp Hours and Extended Care

Regular Camp Hours: 8:30 a.m. - 4:30 p.m.

Extended Hours

AM: 7:00 a.m. - 8:30 a.m.

PM: 4:30 p.m. - 6:00 p.m.

*Please note - extended care is only available at the Membership Centre locations

Absenteeism

At the beginning of the day, after morning flagpole and attendance, a YMCA staff member will attempt to contact all absent campers. If you know that your child will be missing from camp for whatever reason, please call 1-866-895-9622 and leave a message stating the following:

- Campers Name
- Camp they are attending that week
- Reason for absence
- If camper will miss more days when can we expect their return

If you will be dropping your child off late, please inform us in advance. To prevent spreading of colds and illnesses, please keep your camper home if he/she is sick.

What to Pack your Camper

Label Everything - Please ensure that your child is sent to camp every day with the following labeled items:

All Camps

- Hat
- Sunscreen
- Refillable water bottle
- Closed toe shoes
- Bathing suit and towel (in a labeled plastic bag)
- Healthy lunch and snacks (nut free, check labels)
- Litter free lunches -
Pack in Reusable Containers
- Suitable clothing for weather conditions -
Rain or Shine
- Supportive Backpack - we do walking trips

We may be eating in different locations; please ensure that your child's belongings all fit into one bag that can be carried easily. Most camps are held in outdoor facilities and operate rain or shine. Minor changes may be made to daily schedules in the case of inclement weather. Please dress appropriately.

Junior Camp, Specialty Camps and Sleepovers

All Camps List please also send your camper with the following if participating in Jr. Camp, specialty camps and for sleepovers.

Junior Campers - a change of clothes (in case of any accidents)

Sports, Basketball, and Soccer Camps

- Running/Basketball Shoes - Basketball Camp
- Soccer Cleats and Shin Guards - Soccer Camp
- Running Shoes - Sports Camp

Ball Hockey Camp

- Running Shoes
- Helmet with Face Mask
- Elbow pads
- Gloves
- Jock or Jill Strap
- Shin Pads

*Please refer to OBHL website for additional information <http://bhiorillia.goalline.ca/>

Horse Camp

- Shoes or boots with small heel Set at 90° angle
- High Socks
- Long Pants

* Please refer to Lonesome Acres website for additional information
<http://www.lonesomeacres.com/>

Artrigious Camps

- Schmock or older t-shirts/bottoms

Triathlon Camp

- Running shoes
- Bike and Helmet - Staff will let you know when needed
- Extra bathing suit - optional

Sleepovers

- Sleeping bag
- Small pillow
- Flashlight
- Change of clothing for next day
- Rain gear
- Warm Layers
- Toiletries
- Extra Towel
- Sleepwear
- Mess Kit (Reusable cutlery,plate, bowl)
all in a bag

Medications *see medications on pg.6 for more information

Sign-In and Out and Pick Up Procedures

Your child's safety is a primary concern throughout the day. All campers must be signed in and out by a designated parent or guardian. This will require a parent or guardian to meet the extended care or day camp counsellor in the sign in/out designated area and physically sign the camp roster acknowledging that the camper has been dropped off/picked up.

The people listed on your registration form (parents and guardians, emergency contacts) are authorized to pick up your child unless you communicate in writing otherwise. If someone else is picking up your child, please ensure you provide a signed written note to your child's bus monitor, counsellor or on-site coordinator. Unfortunately phone calls cannot be accepted. Identification may be requested by camp staff to ensure the safety of all children.

If you are dropping your child off late, please drop your child off directly to either the on-site Camp coordinator or their counsellor and sign them in. For safety reasons, please do not let your child find their counsellor on their own. In the event that you can not find the campers, please go to the YMCA Service desk.

Valuables at Camp

Please do not send your campers with any valuables such as iPods, DSIs, toys or jewelry. These items are not a part of our program content and do not fit into our daily plans.

Please do not send money to camp. Campers will not be permitted to make purchases from vending machines or during out trips – this allows for us to ensure that all campers are provided with equal opportunities during their camp experience and prevents the possibility of allergic/medical reactions.

If a camper arrives at camp with any of these items, the on-site coordinator will take the item for the duration of the camp day and return it at departure time. Thank you for your cooperation.

Medications

All medication sent to camp must be in the original packages, and stored in individual plastic baggies, clearly labeled with campers name and dosage. A completed Medication Administration Form must accompany your child's medication. We ask that you communicate with your day camp coordinator any specific instructions or guidelines that need to be followed – this will help us to ensure proper communication and the safety of each camper.

Please ensure that you communicate your child's medication needs with the On-Site Coordinator or your child's camp counsellor for that week.

*Camp Counsellors do change on a weekly basis, if your camper is with us for multiple weeks, please make sure that the new staff member is informed.

Sun Sense

Here at the YMCA we are committed to ensuring the safety of all children. We ask that you apply sunscreen to your camper each morning before camp and that sunscreen is sent with your camper each day. We will ensure the following practices at day camp:

We like to follow the 4 "S's" to Sun safety

1. **S**lip on a sun protective shirt
 2. **S**lap on a hat
 3. **S**lop on some sunscreen
 4. **S**lurp some water
- All staff will act as role models by using sunscreen too
 - Safe drinking water will be provided for campers and they will be encouraged to refill their water bottles frequently throughout the day
 - In extremely hot and humid weather, we will take all necessary measures to keep campers safe and hydrated
 - All staff will remind and encourage all campers to reapply sunscreen throughout the day

Snacks and Lunches

Our YMCA Day Camps strive to be environmentally sensitive and to encourage Healthy lifestyles. Please send your child to camp with litterless and nutritious snacks and lunches each day. Also note that many of our campers have nut allergies and we encourage a peanut free environment. Some tips for litterless, healthy snacks and lunches:

- Purchase a reusable drink container and fill with 100% juice or water each day – we will encourage your child to refill the container throughout the day.
- Avoid mayonnaise and other heat sensitive food items, such as meat, in hot weather.
- Avoid single serve snack items in disposable packaging; for example Lunchables, fruit cups, and juice boxes – all of these items can be served in small, reusable containers.

*avoid items that need to be heated as we cannot heat up your child's lunch.

Camper Supervision and YMCA Camp Staff

All Day Camp Staff are chosen for their commitment to safety and the well-being of each camper. Our intensive pre-camp training program educates staff on their important role in making your child's camp experience a success. Part of this training includes sessions on group dynamics, YMCA Healthy Child Development and Risk Management. In addition, all staff hold Standard First Aid and CPR certification and are required to provide a clear Criminal Reference Check.

Healthy Child Development

At YMCA Day Camps we focus on strengths and personal achievements. The Search Institute has identified 40 building blocks of Healthy Development that help young people grow up healthy, caring and responsible. The YMCA of Simcoe/Muskoka helps to build these developmental assets. All of our Summer Camp staff have been trained to be asset builders – an asset builder is someone who makes a positive difference in the life of a young person by doing good things with them and for them, on purpose.

Photographic Release

Any photograph taken of your child while at camp will become the property of the YMCA of Simcoe/Muskoka, and may be used for various promotional purposes. If you wish otherwise, please inform the camp management in writing.

By signing the camp registration form for each of my individual campers, I hereby give YMCA of Simcoe/Muskoka, YMCA Canada, and the YMCA Federation, along with its representative acting under its permissions or authority, the right and permission to publish, reproduce, distribute and / or otherwise use any still or moving photograph, for such purposes and with such frequency as it shall determine in its sole discretion without further compensation or consideration to me and without further authorization by me for, as yet, unnamed video or photographic projects which shall constitute the sole property of YMCA of Simcoe/Muskoka.

I hereby waive all rights of inspection or approval with regard to any publication, recording, taping, reproduction, proposed audio or video program or televised broadcast and/or other use of the Performance and/or Testimonial including Internet display and broadcast. I also hereby release, discharge and agree to hold harmless YMCA of Simcoe/Muskoka, YMCA Canada, and the YMCA Federation, along with its representatives acting under its permissions or authority, distribution or disseminating advertising containing the Performance from and against any and all liability resulting from its use of the Performance or related to my use of the Product.

Swimming

At camp sites where swimming takes place all campers will be properly supervised by qualified lifeguards. In adherence to YMCA Lifeguarding Standards, swimming tests will take place prior to any camper swimming in deep water. If you would like your camper to wear a lifejacket, please indicate this on your registration form and provide a labeled lifejacket each day at camp. All Junior campers will swim only in the shallow end of the pool and will wear lifejackets at all times, regardless of swim ability.

Note: Some pools may not be available during the last 2 weeks of camp due to annual maintenance.

ID Bracelets

In order to identify our campers, we will provide a day camp ID bracelet to wear at the beginning of each week. Please do not remove this bracelet during your camper's time at camp. This bracelet helps us clearly identify campers who are on different bus routes/site groups/swim tests. If you need to remove the bracelet, please inform your camper's counsellor.

Program Expulsion

Intentional participant behaviour that puts the participant or others at physical or emotional risk may result in immediate dismissal from the program. In addition, consumption or possession of alcohol, tobacco products and illegal or harmful substances will result in immediate dismissal from the program. Any expenses incurred because of program dismissal will be the responsibility of the participant/parent/guardian. Parents/guardians or a suitable designate must be available to pick up participants should the participant be dismissed from his/her program. No refund will be given to campers leaving camp prior to the end of the season due to disciplinary action.

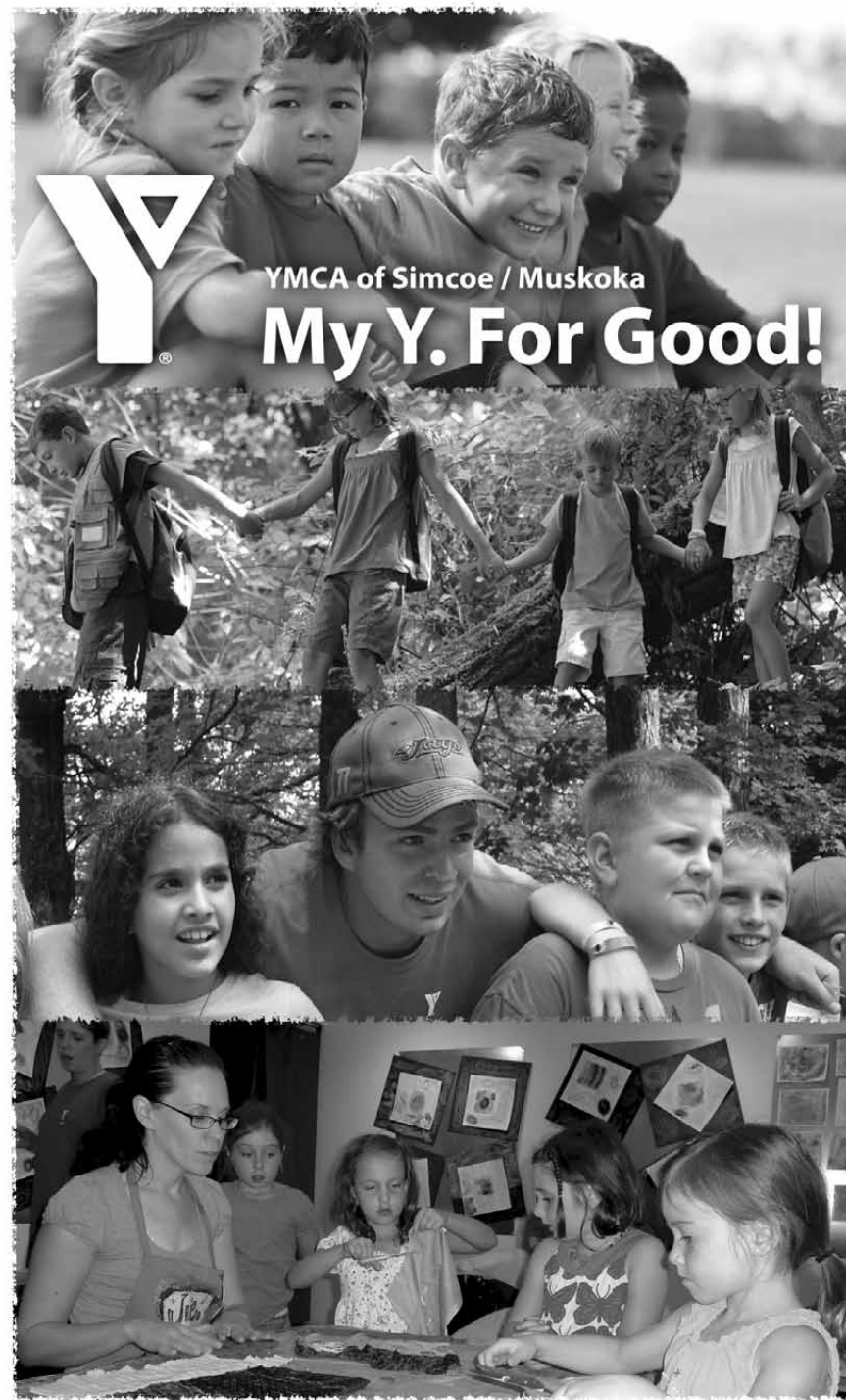
Refunds & Cancellations

Requests for refunds of paid camp fees must be made at least 7 days prior to the camp week commencing in order for a refund to be considered.

Cancellation requests made less than 7 days prior to the camp week must have an attached medical note in order to obtain a refund.

A refund administration fee of \$25.00 per child, per camp will apply regardless of when the request is made.

Refunds will not be issued in an instance where the participant is removed from the camp program at the choice or request of the participant or participant's parent/guardian or due to behavioural issues.





YMCA of Simcoe / Muskoka

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www.ymcaofsimcoemuskoka.ca

Mission the YMCA is a charity that excels at strengthening our communities by providing opportunities for all to grow in spirit, mind and body.

Vision the YMCA will be the recognized leader in lifelong health and personal growth.

Values caring, honesty, inclusiveness, respect, responsibility.



Parks Canada

Parcs Canada

Canada



Mixed Sources
Product group from managed forests and other controlled sources
www.fsc.org Cert no. SGS-COC-006015
© 1996 Forest Stewardship Council

Simcoe Muskoka takes a hands-on role in creating a healthier environment in their schools, communities and region while nurturing a respect for diversity within the natural world. We highlight the importance of sustaining our planet, develop compassion for others, and foster a respect for the environment.

Charity # 119215119RR001