



Parent Handbook

Revised 6/01/2023

This camp must comply with regulations of the Massachusetts Department of Public Health and is licensed by the local Board of Health

TABLE OF CONTENTS

HERE FOR OUR COMMUNITY	5
HEALTH & SAFETY	5
WELL-BEING	5
ENGAGEMENT (FUN)	5
VIOLATION OF POLICIES (SUBJECT TO CHANGE)	6
CAMP CONTACT INFORMATION	6
DEPARTMENT OF PUBLIC HEALTH AND THE CDC	6
SANITATION	6
SOCIAL DISTANCING	6
FOOD	7
FACILITIES	7
CAMP WEBER	7
STONY BROOK ACRES (SBA)	7
CAMP FUN CITY (CFC)	8
FACILITY MAINTENANCE FEE	8
2020 CAMP SESSION DATES	8
CAMP FEES (PER WEEKLY SESSION)	8
AUTOMATIC ELECTRONIC FUNDS TRANSFER (EFT)	9
EXTENDING YOUR STAY AT CAMP (ADDITIONAL SESSIONS)	9
REGISTRATION, CANCELLATIONS, REFUNDS & Copies	9
MENINGOCOCCAL DISEASE AND CAMP ATTENDEES: COMMONLY ASKED QUESTIONS	9
WHAT IS MENINGOCOCCAL DISEASE?	9
HOW IS MENINGOCOCCAL DISEASE SPREAD?	9
WHO IS MOST AT RISK FOR GETTING MENINGOCOCCAL DISEASE?	10
ARE CAMP ATTENDEES AT INCREASED RISK FOR MENINGOCOCCAL DISEASE?	10
IS THERE A VACCINE AGAINST MENINGOCOCCAL DISEASE?	10
SHOULD MY CHILD OR ADOLESCENT receive MENINGOCOCCAL VACCINE?	10
HOW CAN I PROTECT MY CHILD OR ADOLESCENT FROM GETTING MENINGOCOCCAL DISEASE?	11
REQUIRED IMMUNIZATIONS	11
Required Vaccines:	12
SCHOOL IMMUNIZATION REQUIREMENTS TABLE	12
GRADES KINDERGARTEN-6	12

GRADES 7-12	12
CAMPERS, STAFF AND VOLUNTEERS 18 YEARS OF AGE AND OLDER	13
PAYMENTS	13
WEEKLY PAYMENT SCHEDULE	14
SCHOLARSHIP ASSISTANCE	14
GROUP PLACEMENT	14
CAMP WEBER	14
SBA	14
FUN CITY	14
PROGRAM ACTIVITIES	15
RAINY DAYS	15
PROTECTION FROM THE SUN	15
INCLEMENT WEATHER POLICY	15
SWIMMING	15
LUNCH	16
WHAT TO BRING TO CAMP	16
WHAT TO NOT BRING TO CAMP	16
LOST AND FOUND	17
ATTENDANCE POLICY	17
HEALTH POLICY	17
MEDICAL FORMS	17
EMERGENCY PROCEDURES	18
MEDICAL AND DRUG ADMINISTRATION POLICY	18
TRANSPORTATION/BUS SAFETY	18
PICK-UP / DROP-OFF PROCEDURES-Curb Side	19
EARLY PICK UP	19
RAINY DAYS	19
PARENT VISITATION AT CAMP	19
AUTHORIZED RELEASES	19
LATE FEE POLICY	20
YMCA PLAN FOR BEHAVIORAL MANAGEMENT	20
YMCA NO TOLERANCE POLICY	20
BEHAVIOR MANAGEMENT DOCUMENTATION & CONSEQUENCES	21
FIRST OCCURRENCE	21

SECOND OCCURRENCE	21
THIRD OCCURRENCE	21
FOURTH OCCURRENCE	21
PARENT CODE OF CONDUCT	22
REQUEST FOR INFORMATION BY PRIMARY ACCOUNT HOLDER	22
TAX FORM	23
FILLING A GRIEVANCES	23
ADJUSTMENT TO THE CAMP EXPERIENCE	23
PARENTAL NOTIFICATION OF COMMUNICATIONS POLICY	23
YMCA STAFF AND VOLUNTEERS	23
YMCA PROGRAM PARTICIPANTS & PARENTS AGREE.....	24

The YMCA of Greater Springfield is working to ensure you have access to the programs you need. Our programs are and have always been designed with the health and safety of everyone in mind. In fact, "safety" is our rule number one. All camp staff are CPR and First Aid certified and each program has a trained full-time health administrator on duty all day. Our "on call" Pediatric Doctor is available ensure that our medical services are complete and wrap around. Our camps must and do comply with regulations of the Massachusetts Department of Public health and be licensed by the local board of health.

HEALTH & SAFETY

To ensure health and safety for all, we have created a health and safety manual for each camp. Please refer to the "Camp Healthcare Policy Manual" which can be found online at www.springfieldy.org or you can contact 413.739.6955 to have one sent directly to you. All facilities are cleaned and maintained daily. Weekly professional cleanings (all locations). Only staff, campers, and authorized personnel will be allowed in programs.

WELL-BEING

Our goal every summer is to provide a safe, healthy space where children are free to let their imaginations run wild. Children's social and emotional well-being can be compromised by many factors. We train our staff to engage children in activities designed to promote critical thinking, problem solving, teamwork, leadership, and fun! We encourage children to **care** for each other, be **honest** about their experiences, **respect** themselves and others, and be **responsible** for their actions.

ENGAGEMENT (FUN)

FUN and PLAY are how kids learn and camp would not be camp without it! Being creative is the key here; Your child will benefit from highly trained individual counselors that will make each and every activity at camp a unique and fun experience like never before!

IMPORTANT: We need you, parents, families, and caregivers to do your part to help us maintain our healthy environment. We fully expect everyone to follow our camp policies. Violations of our policy will result in strict responsive measures

beginning with suspension from programs and facilities and up to termination, no-trespass, and legal action. Please familiarize yourself with our Healthcare policy and the following parent handbook.

CAMP CONTACT INFORMATION

CAMP WEBER

P: 413-731-8870

STONY BROOK (SBA)

P: 413-739-6955 Ext: 4124

CAMP FUN CITY (CFC)

P: 413-739-6955

DEPARTMENT OF PUBLIC HEALTH AND THE CDC

Our programs must adhere to the local and state health departments. This can include, changing, adding, subtracting, and suspending any or all parts of the programs described in this brochure at any time without notice.

SANITATION

Our properties will be cleaned and sanitized daily by our internal staff.

Children may be sent with food from home, they may eat whatever they like, whenever they like. No refrigeration will be provided. The food you provide must be shelf stable or you must provide an ice pack for cold food.

You may not provide any food to anyone else, including staff or other children for any other reason. The Y will provide free lunch for programs that qualify

(Weber/CFC). All meals provided will come in sealed sanitized containers from the distributor. Food not purchased through our facilities will not be allowed for general consumption on the properties.

FACILITIES

CAMP WEBER

Camp Weber is located on Dewey Street in West Springfield. Our L shaped swimming pool provides all participants more swimming space for instructional and recreational swim times. The camp also includes a bath house, athletic field, ropes/challenge course, archery range, arts & crafts building, nature shed, basketball and volleyball courts, an open-air pavilion, platform tents, picnic areas, hiking trails, and a BMX trail. All this and more await you on this spacious 75-acre wooded site!

DIRECTIONS TO CAMP WEBER FROM SPRINGFIELD

- Take 91 N towards Chicopee/Holyoke.
- Get off at exit 13B/US 5 South – West Springfield.
- Merge onto Riverdale Street/US 5.
- Turn right onto Morgan Road. Bear left onto Pease Avenue.
- Keep to your left, Pease Avenue becomes Amostown Road.
- Turn right onto Dewey Street.
- Camp Weber is approximately 2 miles down, on your right.

STONY BROOK ACRES (SBA)

Stony Brook Acres is located at 1004 Stony Hill Road in Wilbraham, Massachusetts. The property consists of twenty beautifully landscaped acres of lawn, grassy fields, meadows, and woods with a winding stony brook providing for riverfront, sports fields, ranges, courts, swimming pool, and multi-purpose buildings. An outstanding feature is the 1,920 square foot barn which serves as a well-equipped recreation hall. Our 1,200 square foot Activities Barn houses our Office, Nurse's Station, and a great Multipurpose Activity Space with a seating area for added shade on those hot days. Our L shaped swimming pool provides all participants more swimming space for instructional and recreational swim times. Adjacent to the pool is an open-air pavilion offering participants a cool place for snack and lunch.

FUN CITY SUMMER PROGRAM (CFC)

Fun City is based at the Downtown Springfield YMCA Learning Center 1500 Main Street, Springfield, Ma. The facility includes classrooms and indoor and outdoor play spaces. Weekly field trips and specialty programs will allow campers to visit local water parks, beaches, attractions and more.

FACILITY MAINTENANCE FEE

A one-time only Facility Maintenance Fee of \$15 will be charged to each child upon their initial registration for our Summer Program and must be paid with the deposit(s). This fee helps with the general upkeep of the Camp property, which in turn helps to keep program fees down.

2020 CAMP SESSION DATES

Session	Session Dates
1	June 26-June 30
2	July 3 - July 7 (no Camp July 4)
3	July 10-July 14
4	July 17-July 21
5	July 24-July 28
6	July 31-August 4
7	August 7-August 11
8	August 14-August 18
9	August 21- August 24* (no Camp August 25)

CAMP FEES (PER WEEKLY SESSION)**CAMP WEBER, SBA & FUN CITY FEES SESSIONS 1-9****YMCA MEMBERS****\$225 PER SESSION****NON-MEMBERS****\$260 PER SESSION****BREAKFAST CLUB FEE *CAMP WEBER & FUN CITY ONLY***

YMCA MEMBERS

\$50 WEEKLY

NON-MEMBERS

\$50 WEEKLY

AUTOMATIC ELECTRONIC FUNDS TRANSFER (EFT)

An EFT form must be completed at the time of registration. Automatic withdrawals, via a Bank Account are mandatory for all camp session payments or payment in **FULL** is due at the time of registration.

EXTENDING YOUR STAY AT CAMP (ADDITIONAL SESSIONS)

If you wish for your child to attend additional camp sessions, contact the Camp Registrar at the Springfield YMCA Youth Department. (413) 739-6955.

REGISTRATION, CANCELLATIONS, REFUNDS & COPIES

Any cancellation must be made in writing and sent to the YMCA of Greater Springfield:

Attn: Camp Registrar, 1500 Main Street, Springfield, MA 01105.

Please remember the first full session is due at the time of registration and is nonrefundable and non-transferable. The only exception is when there is a note from a doctor stating the child cannot attend camp for a medical reason.

There may be a fee associated for copies that are requested.

Please note any changes to original camper registration made after the start of a session will be effective two business days from the original date of the request. This includes authorized pick up information, please plan accordingly.

Parents have the right to review background check, health care, discipline policies and grievance procedures upon request (at the time of application/registration).

MENINGOCOCCAL DISEASE AND CAMP ATTENDEES: COMMONLY ASKED QUESTIONS

WHAT IS MENINGOCOCCAL DISEASE?

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the "meninges") that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their

nervous system, including long term neurologic problems, or have seizures or strokes.

HOW IS MENINGOCOCCAL DISEASE SPREAD?

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

WHO IS MOST AT RISK FOR GETTING MENINGOCOCCAL DISEASE?

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

ARE CAMP ATTENDEES AT INCREASED RISK FOR MENINGOCOCCAL DISEASE?

Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

IS THERE A VACCINE AGAINST MENINGOCOCCAL DISEASE?

Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

SHOULD MY CHILD OR ADOLESCENT RECEIVE MENINGOCOCCAL VACCINE?

That depends. Meningococcal conjugate vaccine (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine may be recommended for children with certain high-risk health conditions, such as those described above. Otherwise, meningococcal vaccine is **not** recommended for attendance at camps.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions **may** be vaccinated with a serogroup B meningococcal vaccine,

preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

HOW CAN I PROTECT MY CHILD OR ADOLESCENT FROM GETTING MENINGOCOCCAL DISEASE?

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

1. Wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcoholbased hand gel or rub may be used if hands are not visibly dirty);
2. Cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don't have a tissue, cough or sneeze into their upper sleeve.
3. Not share food, drinks or eating utensils with other people, especially if they are ill.
4. Contact their healthcare provider immediately if they have symptoms of meningitis.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at www.mass.gov/dph.

REQUIRED IMMUNIZATIONS

Vaccination is critically important to control the spread of vaccine-preventable disease. In 2017, a single case of mumps at a summer camp in Massachusetts resulted in isolation of ill individuals, vaccination of those without evidence of two doses of MMR vaccine at several camps, and quarantine of those who did not have evidence of immunity to mumps and who could not get vaccinated. International staff and campers with missing or incomplete vaccination records made rapid implementation of disease control measures very challenging. The current increase in measles cases across the country and around the world highlight the need for complete vaccine documentation for campers and staff.

REQUIRED VACCINES:

Minimum Standards for Recreational Camps for Children, 105 CMR 430.152, has been updated. Immunization requirements for children attending camp follow the Massachusetts school immunization requirements, as outlined in the [Massachusetts School Immunization Requirements](#) table. Children should meet the immunization requirements

for the grade they will enter in the school year following their camp session. Children attending camp who are not yet school aged should follow the Childcare/Preschool immunization requirements included on the School Immunization Requirements table.

Campers, staff and volunteers who are 18 years of age and older should follow the immunizations outlined in the document, [Adult Occupational Immunizations](#).

The following page includes portions of the Massachusetts School Immunization Requirements table and Adult Occupational Immunizations table relevant for camps.

If you have any questions about vaccines, immunization recommendations, or suspect or confirmed cases of disease, please contact the MDPH Immunization Program at 888-658-2850 or 617-983-6800. Address questions about enforcement with your legal counsel; enforcement of requirements is at the local level.

SCHOOL IMMUNIZATION REQUIREMENTS TABLE

GRADES KINDERGARTEN-6

In ungraded classrooms, Kindergarten requirements apply to all students' ≥ 5 years.

DTaP	5 doses; 4 doses are acceptable if the 4 th dose is given on or after the 4 th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP.
Polio	4 doses; 4 th dose must be given on or after the 4 th birthday and ≥ 6 months after the previous dose, or a 5 th dose is required. 3 doses are acceptable if the 3 rd dose is given on or after the 4 th birthday and ≥ 6 months after the previous dose.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and the 2 nd dose must be given ≥ 28 days after dose 1; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and 2 nd dose must be given ≥ 28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity

acceptable

GRADES 7-12

In ungraded classrooms, Grade 7 requirements apply to all students' ≥ 12 years.

Tdap	1 dose; and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥ 7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been ≥ 10 years since Tdap.
Polio	4 doses; 4 th dose must be given on or after the 4 th birthday and ≥ 6 months after the previous dose, or a 5 th dose is required. 3 doses are acceptable if the 3 rd dose is given on or after the 4 th birthday and ≥ 6 months after the previous dose.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable. 2 doses of HepB given on or after 18 years of age are acceptable.

MMR	2 doses; first dose must be given on or after the 1 st birthday and the 2 nd dose must be given ≥28 days after dose 1; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and 2 nd dose must be given ≥28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

CAMPERS, STAFF AND VOLUNTEERS 18 YEARS OF AGE AND OLDER

MMR	2 doses, anyone born in or after 1957. 1 dose, anyone born before 1957 outside the U.S. Anyone born in the U.S. before 1957 is considered immune. Laboratory evidence of immunity to measles, mumps and rubella is acceptable
Varicella	2 doses, anyone born in or after 1980 in the U.S., and anyone born outside the U.S. Anyone born before 1980 in the U.S. is considered immune. A reliable history of chickenpox or laboratory evidence of immunity is acceptable
Tdap	1 dose; and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule; Td should be given if it has been ≥ 10 years since Tdap
Hepatitis B	3 doses (or 2 doses of Heplisav-B) for staff whose responsibilities include first aid; laboratory evidence of immunity is acceptable

*A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant or designee.

PAYMENTS

The first session must be paid in full at the time of registration. A one-time Facility Maintenance fee of \$15.00 is due at registration as well. Bills will be sent to the registrants three weeks before balances are due. Payment in full is due seven (7) days prior to the beginning of each session. Automatic Withdrawals, via Bank Account, are mandatory for all camp session payment or payment in FULL is due at the time of registration.

Any previous YMCA balance must be paid in full before your child can attend camp. If you have any questions regarding your camp bill or previous balance, please call the YMCA Youth Department at (413) 739-6955 between 7:00 AM-6:00 PM.

SCHOLARSHIP ASSISTANCE

Camp scholarships are available for anyone who may need additional financial assistance. Contact the YMCA Youth Desk Staff at (413) 739-6955 for more information.

GROUP PLACEMENT

The YMCA places children in groups according to age. Campers are divided into 3 age groups. Within the Units each counselor has a smaller group (1:6 average ratio). With a ratio of 1:5 for campers 7 and under. These groups spend the entire camp day together. Requests for specific group assignments must be submitted to the Camp Director in writing prior to the beginning of the session. We will make every effort to accommodate your request.

CAMP WEBER

Polar Bears (campers ages 6-7)
Kodiak Bears (campers ages 8-9)
Grizzly Bears (campers ages 10-12)

SBA

Explorers (campers ages 6-7)
Pioneers (campers ages 8-9)
Rangers (campers ages 10-12)
Teens (13-16)

FUN CITY

Wolf Cubs (campers ages 6-7)
Timber Wolves (campers ages 8-9)
Grey Wolves (campers ages 10-12)

PROGRAM ACTIVITIES

Activities throughout camp will be experienced in small groups of 6 campers and 1 counselor. These activities will be on a rotating schedule daily. By the end of the session all campers will have had the opportunity to experience all activities offered at camp.

RAINY DAYS

Camp is held rain or shine. On rainy days, activities will be arranged so campers spend time inside YMCA facilities. While indoors, campers will participate in skits, games, arts & crafts, songs, and more. During rainy days, children may get wet and dirty. Please dress your camper accordingly for the weather. If you have an adventurous camper who will choose to participate in an outdoor activity, please pack a change of clothes in a sealed plastic bag!

PROTECTION FROM THE SUN

Campers and staff are encouraged to reduce exposure to ultraviolet rays from the sun. Some ways to do so include, but are not limited to, the use of a wide brim hat, breathable

long sleeve shirts and pants, screens with a solar protection factor of 25 or greater and lip balm.

Parents are encouraged to send their child with sunscreen. The campers name should be written on the bottle. Sunscreen should not be shared. Staff are not allowed to apply sunscreen to camper; however they may assist the camper by providing directions.

INCLEMENT WEATHER POLICY

The YMCA provides services on inclement weather days unless the City of Springfield declares a state of emergency banning all non-essential traffic on the roads. Please listen to the radio or television if severe weather should arise. If a state of emergency is declared, camp will not open that day.

SWIMMING

Swimming lessons for camper will be done based on a rotating schedule. Campers are evaluated and placed into classes based on their ability. Our swimming program provides instruction for beginner, intermediate, and advanced swimmers as outlined by the National YMCA Aquatics Program. We strongly encourage all campers to participate in swim lessons. Free swim is offered at the end of swim lessons; however, it is important to note that any camper who does not participate in swim lessons will not be able to participate in free swim.

LUNCH

The YMCA provides a free lunch for all campers that qualify through the Summer Food Program. Campers may choose to bring lunches, snacks, and drinks from home to camp every day. The food you provide must be shelf stable or you must provide an ice pack for cold food in a reusable lunch box.

WHAT TO BRING TO CAMP

Bathing suit	Sunscreen
Lunch (optional)	Rain gear when necessary
Towel	Weather appropriate clothes
Comfortable shoes (sneakers are the best)	Hat
Drink (water bottle)	Insect repellent (lotion only)

WHAT TO NOT BRING TO CAMP

Radios/Walkman/I-Pods/MP3's	Cell Phones
Pocket knives	Toys
Handheld video games	Jewelry

Expensive items

Glass bottles

The YMCA is not responsible for lost or stolen items regardless of their worth or value.

Your child's name should be on everything that he or she brings to camp. Camp is a physical experience each day. Please understand that your camper may come home very dirty. Do not dress your camper in attire that cannot get dirty. Please have your child wear sneakers to camp every day.

Sandals or flip flops are not appropriate footwear for camp

LOST AND FOUND

We will try to return marked items, but we cannot guarantee the return of articles. All unclaimed items will be kept for three days after the last day of the session. After that, all unclaimed items will be donated to a local shelter.

ATTENDANCE POLICY

Parents are required to call the YMCA Youth Desk when their child is absent. The Youth Desk is open from 6:00AM – 6:00PM, Monday – Friday. The phone number for the YMCA of Greater Springfield is (413) 739-6955.

Please note: If you have a voucher or a slot subsidized by the state, the state will only allow forty-five (45) excused or unexcused absences per your authorization year. This also includes any absences accrued throughout the school year. Excessive absences may result in the termination of your subsidized slot.

HEALTH POLICY

Camp Weber employs first aid certified staff, a Health Administrator certified in CPR, First Aid, and medication administration, as well as an on-call doctor. Each child must have a completed medical form on file before he/she is allowed to attend camp. Parents should not send children who are sick or infectious to camp. Any additional health information should be directed to the Camp Director or Health Administrator. If your child is ill or unable to attend camp, please call the YMCA Youth Department on the day that they are out (413) 739-6955.

MEDICAL FORMS

State law requires that each child receive a physical exam within 24 months of his or her attending camp. Children without a valid physical form on file will not be allowed to attend camp. Please have your doctor complete the official camp medical form

(attached) or a comparable form. Be sure that all information is correct, and the form is entirely filled out. All physicals and immunization are due at the time of registration.

Please send completed registrations along with your child's physical form and immunization to:

Attn. Camp Registrar

YMCA of Greater Springfield, 1500 Main Street, Springfield, MA, 01105

Our trained first aid staff will respond to minor illnesses or injuries that arise during the camp day. For any injury or illness that requires medical treatment, parents will be notified immediately to pick up their child. If parent/guardian cannot be reached, the person listed as the emergency contact will be called. In an emergency when a guardian cannot be contacted and further medical attention is necessary, the camper will be transported to Baystate Medical Center by ambulance. In the case of an injury which requires immediate medical treatment the following steps will be taken:

1. An ambulance will be called.
2. Parent/Guardian will be notified.
3. A staff member will accompany the child to the hospital.
4. YMCA staff will remain with the child until a parent/guardian arrives.

MEDICAL AND DRUG ADMINISTRATION POLICY

Medications will only be administered under the following guidelines:

- Prescription medication must be in its original container with the child's name, address, and dosage instructions listed.
- An Authorized Medication Form will be provided for the parent to complete. Each form must be filled out including signature and date. This form can be found in the back of this handbook.
- Non-prescription medication will not be administered under any circumstances.
- Medications are to be given to a staff member upon the child's arrival at the program.
- All medication is secured within a locked area. Medication that requires refrigeration is placed on a labeled shelf in the refrigerator.

TRANSPORTATION/BUS SAFETY

Transportation to and from camp is not included in the program fee. Please help us make your camper's time on the bus safe by making him/her aware of bus safety rules:

- 1 camper to a seat
- All campers and staff must remain seated while the bus is in motion.
- Campers and staff will keep aisles clear for safe passage.
- No gum, food, or drink will be consumed on the bus. Also, pens and pencils should not be used during any bus ride.
- All campers must follow the directions of the bus driver and monitor.

PICK-UP / DROP-OFF PROCEDURES-CURB SIDE

All pick-up and drop-off must be made curbside. Parents may not get out of the vehicle for any reason unless instructed to do so by our staff. If you are on foot, please proceed to the designated area for pick-up and drop-off respecting social distancing.

EARLY PICK UP

The Camp Director should have written notice of any camper who will be picked up early.

Parents/guardians must call the Camp Office to sign out and pick up their camper. The YMCA will release a child only to parents, legal guardians or to person(s) authorized and identified on the Camp Registration Form. Early pick up must also be made by curbside.

Proper identification is required at all times for at pick up.

RAINY DAYS

Please follow the staff and or signs for directions on where to go for rainy day drop off and pick up. Parents will be required to use curbside.

PARENT VISITATION AT CAMP

Anyone wishing to visit camp must prearrange a visit with their camp director. Only parents or guardians of participants will be allowed to visit our programs but must do so while accompanied by an authorized camp staff and may not be alone on camp at any time. Visits should remain brief and may not interfere with the normal operation of programs.

AUTHORIZED RELEASES

The YMCA will release children only to persons authorized and identified on the child's Registration Form. Staff members will ask for identification - please have your ID ready. In the event a relative or friend not identified on the registration form needs to pick up a

child, parents should provide, if possible, advance written notification. If an emergency should arise and an unauthorized person needs to pick up a child, a telephone call from the parent/legal guardian must precede the arrival of the unauthorized person. Identification from this person is required. No child will be released to any individual without proper identification.

LATE FEE POLICY

A \$7.00 fee, per camper, for every 15 minutes past 5:30 pm will be charged for campers not picked up beginning at 5:31pm. Late fees are to be paid by the end of the next business day. Please make every effort to be prompt at pick up times. Late pick-ups cause undue stress to a child who may be hungry and tired from a full day at camp. Excessive late pick ups may result in termination of services.

We ask that if there is an emergency, and you know that you are going to be late, please call the YMCA Youth Department at (413) 739-6955. Calling in advance does not exempt a late fee being applied to the account.

YMCA PLAN FOR BEHAVIORAL MANAGEMENT

DISCIPLINE and GUIDANCE shall be:

1. Consistent & based on an understanding of the individual needs and the level of development of each child.

The goal of all discipline is to maximize the growth and development of self-discipline, while ensuring the safety of the group. All rules and limits are clearly explained to the children frequently so they will understand and feel secure that the adults in charge care enough to keep them safe. Developmentally appropriate methods of behavior management will be used in dealing with unacceptable behavior. These methods include use of some of the following techniques:

- Distraction
- Redirection
- Gentle reminders
- Offering acceptable choices
- Natural consequences
- Renewal time (time away from the situation to relax and renew self-control).

Renewal time needs to be used with much care and thoughtfulness to prevent it from becoming a punishment or form of reinforcing inappropriate behavior.

YMCA NO TOLERANCE POLICY

To make the camping experience pleasurable for everyone we would like to remind you about our **NO TOLERANCE** policy.

The NO TOLERANCE policy does not allow for physical violence and bad language in Y programs from our participant and parents/guardians.
The consequences will be as follows:

BEHAVIOR MANAGEMENT DOCUMENTATION & CONSEQUENCES

Repeated behavior which threatens the physical and/or emotional safety of the child, other children, or staff (i.e.: hitting, biting, verbal assault, kicking, throwing objects, pushing, and temper tantrums) will result in the following:

FIRST OCCURRENCE

An incident report will be completed. Immediate one day suspension or "In House" behavior management (Camp Director's discretion). The child will be asked to sit and discuss what unacceptable behavior he/she demonstrated and why it occurred. With the assistance of a staff person, the camper will list alternate behaviors for possible future situations.

Example: Choices may include loss of privileges at home and at program

SECOND OCCURRENCE

An incident report will be completed. 1-3-day suspension (depending on the severity of the incident) and the parent will be called in for a conference that same day. Previous documentation will be shared - a plan of action with staff, parent, and child will be determined.

THIRD OCCURRENCE

An incident report will be completed. A Suspension for 3 days will occur or Termination depending on the severity of the incident.

FOURTH OCCURRENCE

TERMINATION from program

Extremely Violent/Threatening Behavior from any participant or parent/guardian can result in an IMMEDIATE TERMINATION.

At no time will a behavioral incident be dealt with in a demoralizing, humiliating or abusive manner.

No child will be subject to neglect, cruel, unusual, severe or corporal punishment including:

- Punishment which subjects a child to verbal abuse
- Ridicule
- Humiliation
- Denial of food

- Rest
- Use of bathroom facilities.
- Punishment for soiling or wetting or not eating food is strictly prohibited.

No staff member shall be subject to verbal or physical abuse by a child or parent/guardian enrolled in the program. This includes:

- Humiliation
- Foul or abusive language
- Ridicule

PARENT CODE OF CONDUCT

It is our goal to provide the most appropriate environment in which a child can grow, learn, and develop. We encourage parents to take on the same values that we hold here at the YMCA for both children and adults.

The YMCA will always try to resolve matters to the best of our abilities and will do so in a respectful manner and expect the same of parents/guardians.

Any violation of the following will result in immediate suspension or termination of your child:

- Cursing or use of abusive language while in the lobby, classroom or off-site including camp site.
- Approaching any child, adult, or staff with a threatening or aggressive demeanor.
- Engaging in any conduct that creates an unsafe environment for children, parent, or staff.
- Behavior which interferes with or threatens to interfere with the operation of a classroom, site, lobby area or office.
- Any and all negative remarks referring to a person's ethnicity/race, religion, gender, color, sexuality, or disability.

Other Acts include but are not limit to:

- Damaging or destroying any YMCA property
- Yelling repeatedly and aggressively interrupting another person
- Invasion of personal space.

REQUEST FOR INFORMATION BY PRIMARY ACCOUNT HOLDER

Parents may request background checks, health care and discipline policies in writing. Please allow 48-72 hours for the request to be processed and completed.

Other information requested regarding the account will only be provided to the primary account holder.

TAX FORM

Tax forms will be ready by February of the following year that camp ends. Primary account holders may request the form to be mailed to only the address on file.

FILLING A GRIEVANCES

Parents may file a grievance through email or in writing. Parents must communicate with the Camp Director before reaching out to the Executive of Camps. Their email can be found on the www.springfieldy.org website or by contacting the front desk at 413-739-6955. Parents may also contact the camps directly.

ADJUSTMENT TO THE CAMP EXPERIENCE

If a child is unable, in our opinion, to enjoy the camp experience, we reserve the right to ask for his/her withdrawal after consultation with parents. Please feel free to speak to our camp staff regarding any questions or problems your child may have adjusting to the camp program.

PARENTAL NOTIFICATION OF COMMUNICATIONS POLICY

Telephone, Voicemail, Email, Web site, Facebook/Twitter, Blogs, Cell phone,
Text messaging

Families entrust their children to the YMCA's care for childcare, camp and other youth programs. Our promise to those that we serve is to provide a safe environment in which all participants are treated in a caring, honest, respectful and responsible way.

YMCA staff, volunteers, program participants and parents must work together to insure adherence to this policy.

YMCA STAFF AND VOLUNTEERS

1. Will block any personal websites or blogs and mark them as private, denying access to any Y program participants.
2. Will not disclose personal email, telephone, cell phone or website information to any program participants.
3. Will not attempt to contact any participant via phone, text message, email, web site or blogs for non-program related business.
4. Will not use any photos taken for YMCA programs or marketing purposes for personal use.
5. Will not use cell phones for personal calls during business hours.
6. Will not use cell phone cameras to take photos of program participants for any reason.

7. Will notify his/her supervisor immediately if a youth attempts to communicate with an employee via e-mail, instant message, cell phone or social network site

YMCA PROGRAM PARTICIPANTS & PARENTS AGREE.....

Not to contact any Y staff via staff's personal telephone/cell phone, text message, email, websites, or blogs. Not to use cell phones during program hours (except for emergency situations). They will not use photos, logos or images of the YMCA or its program participants. Personal photos may only be taken with consent and may not be displayed in any derogatory fashion. Will not take cell phone photos of staff or program participants while engaged in Y programs.

Of course, the YMCA does not mean to interfere with anyone's private life, but publicly observable communications, actions or words are not private and personal expression can have legal consequences, including defamation, copyright infringement and trademark infringement.

Our goal is to "build strong kids, strong families and strong communities." Adherence to this policy will insure our success. It is everyone's responsibility to deliver on this promise. Any concerns should be immediately reported to your child's program director or department head.

Failure to comply with the communications policy may lead to suspension or termination from a program.