



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **Play, Laugh, Explore!**



**YMCA of EASTERN UNION COUNTY  
ELIZABETH BRANCH**

# WELCOME TO CAMP!

## Y MISSION

The YMCA of Eastern Union County is a community based organization rooted in Christian principles and committed to building healthy lives through programs that strengthen spirits, minds and bodies for people of all ages, religions and cultures.

## PROGRAM GOAL

We value the importance of children learning and growing in a safe environment. We will provide quality programs for children of all ages, and give them memories that will last a lifetime. At our Y camp, children build relationships with staff and their peers that travel with them for years after.

## Parents want to know...

### What to Bring

#### ✓ **CLOTHING-**

- Campers should wear comfortable, weather appropriate clothing and sneakers. (Wearing sandals and dress shoes prevent children from participating in physical activities.)
- Swimsuits should be worn under their clothes on swimming days. (Towels, dry clothes, and a plastic bag for wet swimsuit should be kept in a labeled backpack)

#### ✓ **WATER BOTTLES -**

- Campers should bring at least one water bottle every day in order to stay cool and hydrated throughout the daily activities.

#### ✓ **CAMP T-SHIRTS-**

- Camp shirts must be worn on trip days. Additional camp shirts may be purchased for \$10 per shirt.

### Things to Leave at Home

- Excessive jewelry, other valuables, toys and electronics (e.g., video games, radios, I-pods, cell phones)

*All Group Leaders have cell phones that parents may call to contact their child. If necessary, a Camp Staff will contact a parent.*

- Weapons of any kind

*Bringing a weapon to camp of any kind is grounds for immediate termination from camp and the local authorities will be notified.*

Please remember the Y is NOT responsible for lost, stolen, or broken personal items.

**Parent Info Session- June 6, 2012 @ 6:30pm**

## **Supervision**

Our Summer Camp team is led by Nakeisha Sweatte, Camp Director, with over 6 years YMCA Childcare experience. Each camp is supervised by a camp coordinator, group leader, and camp counselors. Our team is committed to providing your child with a safe and enjoyable experience. We are always willing to hear suggestions, feedback, and concerns. Staff will communicate with parents regularly regarding daily activities at camp.

All staff successfully completes a background check, drug test and reference checks prior to being hired. Our staff members also attend a series of pre-camp staff training which includes a Child Abuse Prevention course. All Camp Coordinators and Group Leaders are CPR and First Aid Certified. All aquatics staff members are Lifeguard, CPR and First Aid Certified.

The New Jersey Department of Health and Senior Services require a staff to child ratio of 1:10 during the summer camp months. We follow the American Camping Association standards, the YMCA of the USA camping guidelines and we adhere to the NJ State Bureau of Licensing & NJ Division of Family Development requirements under the Division of Families and Children.

## **Expectations**

Our staff works to create a positive atmosphere emphasizing our four core values. Participation and appropriate behavior is expected from every camper.

### **Staff is expected to:**

Follow established Code of Conduct, adhere to established policies and procedures, model appropriate behavior for children of all ages to follow, and create a comfortable and safe environment for children to get engaged.

### **Campers are expected to:**

Respect each other's feelings, personal space and property.

Cooperate with each other.

Listen and follow instructions of the staff.

Stay with the assigned group at all times.

Use proper language and tone of voice.

Tell a counselor if someone is bothering or upsetting you.

Clean up after yourself.

We teach children the importance of following rules and we redirect inappropriate behavior to help them become responsible for their actions. A copy of the Discipline Policy is available for parents.

## Camp Options

**Discovery Camp:** Campers entering Kindergarten and 1<sup>st</sup> Grade

**Explorer Camp:** Campers entering 2<sup>nd</sup> and 3<sup>rd</sup> Grade

**Adventure Camp:** Campers entering 4<sup>th</sup> and 5<sup>th</sup> Grade

**Pioneer Camp:** Campers entering 6<sup>th</sup> -8<sup>th</sup> Grade

**LIT Camp:** Leaders Entering 9<sup>th</sup> and 10<sup>th</sup> Grade

*You will receive a calendar prior to each session of camp outlining special events, activities, and specifics about your child's camp.*

## Camp Hours

Camp Begins: Monday, June 25, 2012

Camp Ends: Friday, August 31, 2012

Pre-Camp 7:00am- 8:30am

Camp 8:30am- 5:00pm

Post-Camp 5:00pm- 6:30pm

## Camp Sessions

<b>Session 1:</b>	<b>June 25<sup>th</sup> - June 29<sup>th</sup></b>
<b>Session 2:</b>	<b>July 2<sup>nd</sup> - July 6<sup>th</sup></b>
<b>Session 3:</b>	<b>July 9<sup>th</sup> - July 13<sup>th</sup></b>
<b>Session 4:</b>	<b>July 16<sup>th</sup> - July 20<sup>th</sup></b>
<b>Session 5:</b>	<b>July 23<sup>rd</sup> - July 27<sup>th</sup></b>
<b>Session 6:</b>	<b>July 30<sup>th</sup> - August 3<sup>rd</sup></b>
<b>Session 7:</b>	<b>August 6<sup>th</sup> - August 10<sup>th</sup></b>
<b>Session 8:</b>	<b>August 13<sup>th</sup> - August 17<sup>th</sup></b>
<b>Session 9:</b>	<b>August 20<sup>th</sup> - August 24<sup>th</sup></b>
<b>Session 10:</b>	<b>August 27<sup>nd</sup> - August 31<sup>st</sup></b>

## **Lost & Found / Personal Items**

A lost & found box will be located in the Camp Office. Please check this box if your child is missing anything.

## **Health**

The State Department of Licensing requires that:

1. Each child enrolled in a day camp program has a medical history form completed by the parent on a yearly basis and submitted prior to admission. Immunization records must also be included.
2. Included on the medical form is a section titled "Permission for Emergency Medical Care." It is imperative that this area be signed so that in the event of an emergency situation we can obtain medical treatment for your child.
3. Children should not be sent to the program if they have any of the following symptoms: fever or severe headaches, rashes or inflamed skin, nausea or vomiting, abdominal pain, diarrhea, sore throat, earache, inflammation of the eyes, enlarged glands or persistent coughing. ringworm, chicken pox, strep-throat, pink eye (conjunctivitis), head or body lice.
4. If a child develops any of the above symptoms while in the YMCA's care, the parent will be notified to have the child picked up immediately. Doctor's permission will be required for the child to return to the program in some cases, particularly in the cases of contagious diseases/conditions.
5. It is YMCA of Eastern Union County policy that NO medicine will be administered by staff to the children.
6. Any camper who needs to use an asthma pump on their own should bring it to the program every day. Any participant, who suffers from severe allergic reactions to stings, foods, etc., should have an additional prescribed Epi-Pen (epinephrine) stored at the program site in case of emergencies.

If you know your child will not be attending the program on any of our scheduled meeting days, please contact the YMCA at  
(908)355-9622 by 8:30 am.

## Safety

Please ensure that someone is walking your child into the Y in the morning. For their safety, children should not walk into our facility unsupervised.

Please indicate on the registration form, names of people allowed to pick-up your child. Counselors will ask for identification until they know you and the other people listed. If you need to have someone who is *not listed* pick up your child, please stop by the camp office to add the person to the list. Anyone picking up a child from camp must be at least 18 years old and present a photo id at the time of pick up.

As we return from field trips, it is extremely important that ALL the campers return to their designated space for attendance. **Parents must go inside and sign their child out as usual.**

If a parent has been denied access to a child by court order, the center needs to be given a copy of this documentation and we will maintain this information on file.

## Release of child

If the parent or person authorized to pick-up the child appears to be physically or emotionally impaired to the extent that the welfare of the child is in danger:

1. The child will not be released to that person,
2. Staff members will try to contact alternate persons authorized to pick-up,
3. If staff is unable to make alternate arrangements, a staff member will call the Division of Youth and Family Services' 24 hour Child Abuse Hotline to seek assistance in caring for the child.

## Late Pick-up

For your convenience, we offer Post Camp if you need longer camp hours. If your child is not picked up by the end of the program in which they are registered for, you will be charged a late fee of \$1 per minute after 6:30pm and these procedures will be followed:

1. Child will be supervised at all times by at least 2 staff.
2. Staff members will attempt to contact parent or persons authorized to pick-up child.
3. If after an hour no one can be contacted, the YMCA staff member will call the Division of Youth and Family Services' 24 hour Child

Abuse Hotline (800) 792-8610 to seek assistance in caring for the child until someone can be contacted to pick-up the child.

### **Parking**

Please **DO NOT PARK** your car directly in front of the YMCA between the hours of 8:30am and 10:00am or in the afternoon between 4:00pm and 5:30pm. This space is designated as bus parking. Anyone parking in the parking lot across the street from the Y must obtain a parking permit or your car will be towed. Please see the member services desk for a parking permit.

## **Fees & Payment Information**

- ❑ Payments may be made by check, cash, Visa, Master Card or American Express.
- ❑ Payments may be made online at our website: **ymcaeuc.org**
- ❑ Payments may be made at the front desk, or mailed to:  
Elizabeth Branch YMCA  
Attn: Day Camp Payment  
135 Madison Avenue  
Elizabeth, NJ 07201
- ❑ Checks should be made payable to the Elizabeth Branch YMCA, and should include the following information:
  - Child's Name
  - Name of Program
  - Camp Info  
(i.e. Memo – John Smith, Adventure Camp Wk 3)
- ❑ Hours for Payments:

Monday – Friday	7:00 am– 9:00 pm
Saturday & Sunday	9:00 am – 5:00pm
- ❑ Hours for Registration:

Monday, Tuesday, Friday	10:00am-7:00pm
Wednesday-Thursday	11:00am-8:00pm

### **Registration Fee**

There is a \$25 registration fee per child for processing at the time of Registration

### **Membership Fee**

There is a \$40 membership fee per child at the time of Registration  
*Membership fee increases as of April 1<sup>st</sup>. New fee will be \$41*

### **Late Payment Fee**

The YMCA will not send a bill, so please keep the payment dates as a reminder. Payments made after this time will be assessed a \$15 late fee. Children will not be permitted to attend camp if a balance remains. If a balance is not paid by **June 8, 2012**, the child's spot may be given to someone else if there is a waiting list.

### **Returned check fee**

There will be a \$25 fee for all checks returned by the bank for insufficient funds. If a check is returned, all future payments must be made with cash or credit card.

### **Early Drop Off and Late Pick-up Fees**

If a child is picked up late, there will be a \$1 per minute late fee applied. If a child is dropped off before their session begins, there will be a \$1 per minute late fee applied.

Pre Camp Begins at 7:00am  
Camp Begins at 8:30am  
Camp Ends at 5:00pm  
Post Camp Ends at 6:30pm

Upon late pick up or early drop off a counselor will present you with a slip to sign. The balance will be added to your account the following day. The balance needs to be paid by the end of the session in order for your child to participate in the upcoming camp weeks.

If you need extended hours, please see a camp staff to assist you with registration for Pre or Post Camp.

## **Registration**

Set up an appointment to register for summer day camp by calling  
908-355-9622

Parents must complete all registration paperwork prior to child's admission into the program. Due to state regulations, this paperwork must be submitted yearly including the medical history form completed by the parent/legal guardian.

The following is due upon registration:

- \$40 membership fee – *Membership increases to \$41 as of April 1<sup>st</sup>.*

- \$25 registration fee
- \$30 deposit per session (Private Pay slots)
- Deposit of three weeks based on co-payment fees assessed by state sliding scale for CBC slots & 4Cs voucher programs.
- Please note that your child will not be considered enrolled in camp until all essential paperwork is completed and submitted and all applicable fees are paid by the deadlines setup by our child care department. If you do not follow through on this, your slot may be given to someone else on the waiting list.

## **REFUND POLICY**

In order for the Elizabeth Branch YMCA to keep our fees as low as possible, we are unable to give refunds if your child does not attend camp.

**All Deposits are non-refundable**

## **ALL CAMP FEES ARE DUE ON FRIDAY JUNE 8, 2012**

Any unusual or emergency circumstances which would prevent you from making a timely payment must be discussed with our Camp Director.

### **TRIP FEES:**

Some trips will require additional fees. These fees will be noted on the camp calendar.

### **STATE DFD CONTRACT for CBC Slots**

#### **Sliding Scale Fees**

Sliding scale co-payment fees (**CBC**) are based on total household income/family size and the availability of a slot. There are certain strict guidelines established by the NJ State Division of Family Development that must be adhered to.

\*Parent/Guardian **MUST** be working or in school/training **FULL TIME** in order to qualify for subsidized child care.

\*Priority will be given first to those applicants working 40 or more hours per week followed by those working 30 or more hours per week

\*Income cannot exceed sliding scale standards set forth by the state.

\*\*If married, incomes of **BOTH** parents **MUST** be submitted.

### **ATTENDANCE (LEVEL OF SERVICE-L.O.S.)**

Due to the NJ State & Federal Government contract regulations that we are required to adhere to, it is **CRITICAL** that our government subsidized program slots are filled by participants that are going to attend our program on a daily basis. Our program is designed to provide child care services for families that **TRULY NEED IT** due to work/school responsibilities. IF your child is absent for more than 3 days without a valid medical excuse or other serious emergency, we reserve the right to terminate program services for

your child immediately and offer the slot to someone else on our waiting list. There are NO Refunds or Credits given.

**Vouchers from Community Coordinated Child Care** are accepted. A written confirmation MUST be received by our office prior to the registration process beginning.

### **SCHOLARSHIPS/FINANCIAL ASSISTANCE**

Families who can prove a hardship in their unavailability to make required payments may be considered for FINANCIAL ASSISTANCE to assist in payment of program fees. A completed application along with proper documentation must be submitted to the Y by the applicant. A determination will be made by the Branch Executive Director on a case by case basis. In addition, a limited number of SCHOLARSHIP applications are available in early June pending availability of funding.

## **Licensing Information for Parents**

\*Your signature is required to be maintained in your child's file attesting that you have received the following information:

Our program is licensed by the state of New Jersey, Bureau of Licensing, Division of Youth and Family Services. In order to maintain this licensing, there are certain standards with which our camp must comply. These standards are stated in the **Manual of Requirements for School-Age Child Care Programs**. The YMCA has a copy of this manual available if any parent would like to review it. You may secure your own copy of the manual for a nominal fee by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, NJ 08625.

### **Violation of Standards**

If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate you bringing these concerns to our attention as well. Parents are also entitled to review the site's copy of the Inspection/Violation Report issued after the inspection of the site.

### **DYFS Investigations**

Our center must cooperate with all DYFS inspections and/or investigations. DYFS staff may interview both staff members and children.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive

language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by an adult, whether working at the center or not, is required by state law to report the concern immediately to the Division of Youth and Family Services Office of Child Abuse Control, Toll-Free at (800) 792-85610, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting Community Education Office, Division of Youth and Family Services, CN 717, Trenton, NJ 08625.

### **Required Paperwork**

We are required to have certain paperwork on file for each child *prior* to their beginning the program. Please understand that no child may attend camp, under any circumstances, if this paperwork is missing. This paperwork includes registration form, persons authorized to pick-up, emergency information, permission for emergency care, permission for field trips, current medical history form completed by the parent and record of immunizations.

### **License Display**

A copy of our current license must be posted in a prominent location at our site. An information board will have the license, diagram of rooms and areas approved for use and emergency exits; emergency numbers, daily schedule and rules posted.

### **Open Door Policy**

Parents of enrolled children have the opportunity to visit the center at any time during the center's hours of operation to observe and participate in its operation and program activities without having to secure prior approval.

### **Field Trip Notification**

A camp calendar, which outlines all planned trips and activities, will be given to all of the parents during the registration process as well as in the beginning of the camp program. Parents will be made known by way of posted notices, flyers and memos of any changes made to the calendar due to weather or other unforeseen circumstances. A blanket permission slip for trips is signed by the parent at the time of registration. Individual consent forms need to be signed by the parents for other special events.

### **Discipline Policy**

Our center will post a written copy of our statement on discipline policy in a prominent location. Copies are available for parents. Camp staff is required to sign off on this policy and a copy of these signatures is to be made part of our records.

### **Expulsion Policy**

Our center will post a written copy of our expulsion policy in a prominent location. Copies are available for parents.

**Laws Against Discrimination/American With Disabilities Act**

Our center is required to comply with the NJ Law Against Discrimination (LAD), P.L., 1945, c. 169 (N.J.S.A.. 10:5-1 et seq.) and the American with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). If anyone believes the center is not in compliance with these laws, you may contact the Division on Civil Rights in the NJ Department of Law and Public Safety. Filing a LAD claim: 609-292-4605 or contact, United States Department of Justice for information about filing an ADA claim at 800-514-0383.