



A NOTE FROM THE SENIOR PROGRAM DIRECTOR

Summer, 2007

Dear Parent/Guardian :

*Welcome to **Summer Day Camp "07** at the Elizabeth Branch "Y"!!!*

We welcome your family into our YMCA family. We truly would like for your child to experience a wonderful time in our program this summer. In order for this to happen, we highly recommend that you go through this handbook frequently with your child, in order to familiarize yourself with what we are all about and what is expected from our participants and their families.

Please remember...We welcome your advice, input, comments, suggestions, complaints, etc. so that we can continue to IMPROVE upon our efforts.

On a personal note, this will be my 22nd summer with the Elizabeth Branch "Y" and I must say that I am extremely proud to continue leading our childcare, camp and teen programs. Many things have changed since the mid 1980s but the YMCA camp tradition here at the Elizabeth "Y" remains close to my heart.

Thank you for your continued support, dedication and cooperation.

By working TOGETHER, we can achieve our goals and expectations for the children so that they remember Camp 2007 with a smile.

Yours truly,

Angelo Otero
Senior Program Director



YDAY CAMP™

We build strong kids, strong families, strong communities.

YMCA 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 GOALS

- Promote YMCA Character Values: Caring, Honesty, Respect, Responsibility
- Develop a sense of belonging in each child
- Provide a safe, secure atmosphere
- Help each child grow personally
- Encourage parent input and participation
- Develop specific skills in children
- Have fun! ☺

WHAT TO BRING

- ✓ **LUNCH** – On a daily basis all campers need to bring their lunch in a brown paper bag with their name clearly marked. If you would like to safeguard your child's lunch even further, we recommend that you then put the brown paper bag into a clear plastic bag just in case anything should leak. It is further recommended that you freeze a plastic container with water or the beverages that your child brings to camp so that they can act as ice packs to keep the lunch fresh throughout the day. During the summer months in particular it is very easy for food to spoil quickly and eating spoiled food can lead to food poisoning. As long as the lunch is kept cool, then we should be ok. Please do not send any glass bottles or cans with sharp edges with your child to camp.
- ✓ **CLOTHING**– Campers should wear comfortable, weather appropriate clothing and sneakers...no sandals or dress shoes. All clothing should be labeled with the camper's name. 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 (that old school book bag should do just fine).
- ✓ **WATER BOTTLES** - Campers may want to bring a water bottle each day for extra water on hot days and on trips.
- ✓ **CAMP T-SHIRTS**- These shirts specifically made for our camp should be worn on the specified trip days outlined in our camp calendar. Shirts may be purchased for \$8.

STAFF

Our staff is led by Angelo Otero, Senior Program Director, with over 21 years experience in YMCA Childcare & Teen programs. Sandra Arboleda, is our School-Age Child Care & Day Camp Coordinator, and she has over six years YMCA Childcare experience.

All staff must successfully complete a background check, drug test and reference checks prior to being hired. Many staff are education/recreation majors at college and all staff have a background of working with children. Staff must also attend an extensive 24 hour pre-camp staff training which includes a Child Abuse Prevention course. All Camp Coordinators and Head Counselors are CPR and First Aid Certified. All aquatics staff are Lifeguard, CPR and First Aid Certified.



The New Jersey Department of Health and Senior Services requires 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.

PROGRAM RULES & DISCIPLINE POLICY

CAMP STAFF works to create a POSITIVE atmosphere emphasizing our four core values of Caring, Honesty, Respect and Responsibility. Proper participation and conduct by each child is expected.

THE RULES FOR THE STAFF ARE:

Follow established ***YMCA Code of Conduct, *YMCA Internet and Cell Phone Policy**

*Copies of these policies are available for parents to review.

THE RULES FOR CAMPERS ARE:

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 discourage campers from bringing excessive jewelry/other valuables, toys and electronics (e.g., video games, radios, I-pods, cell phones) to camp.

Please remember that the Elizabeth Branch YMCA is NOT responsible for lost or stolen personal items.

Weapons of any kind are prohibited. Bringing a weapon to camp will be cause for immediate termination from camp and the local authorities will be notified.

DISCIPLINE POLICY VIOLATION: CONSEQUENCES

Fighting, hitting, slapping, punching, kicking, spitting at, biting, pinching, swearing/cursing, bullying/teasing, stealing, disrespect for staff, flashing gang signs/flags or touching another camper inappropriately will not be tolerated at our camp.

Misbehavior/Violation of any of the above will result in campers being suspended from the camp program, for one or more days, depending on the severity of the offense and at the discretion of the Camp Director/Camp Coordinator. If the misbehavior continues or if the offense is serious enough, it may lead to longer suspensions or expulsion from the camp program. Please refer to our written Suspension/Expulsion Policy for details.

LOST & FOUND / PERSONAL ITEMS

A lost & found box will be located upstairs on the second floor. Please check this box if your child is missing anything. The contents of this box will be donated to charity at the end of each session. We cannot be responsible for lost items, especially towels, swim suits or lunch boxes.



ELIZABETH BRANCH YMCA CAMP HOURS

1ST DAY OF CAMP: MONDAY, JUNE 25, 2007
LAST DAY OF CAMP: FRIDAY, AUGUST 31, 2007

PRE-CAMP 7:00AM- 8:30AM

CAMP 8:30AM- 5:00PM

POST-CAMP 5:00PM- 6:30PM

DIRECTIONS: The Elizabeth Branch YMCA is located at 135 Madison Avenue in Elizabeth.
Please call 908-355-9622 for detailed directions.

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

Discovery Camp: Campers entering Kind/1st Grade in fall "07.....Go on trips 1x a week

Explorer Camp: Campers entering 2nd thru 4th Grade in fall "07...Go on trips 2x a week

Adventure Camp: Campers entering 5th thru 9th Grade in fall "07...Go on trips 4x a week

Please note all activities and trips are subject to change based on weather and availability.

Camp Sessions for 2007

Session 1: June 25- June 29

Session 2: July 2- July 6

(There will be no camp held on Wednesday, July 4th)

Session 3: July 9- July 13

Session 4: July 16- July 20

Session 5: July 23- July 27

Session 6: July 30- August 3

Session 7: August 6- August 10

Session 8: August 13- August 17

Session 9: August 20- August 24

Session 10: August 27- August 31

** All camps will be held outside for the majority of the day**



HEALTH

THE STATE DEPARTMENT OF LICENSING REQUIRES THAT:

1. EACH CHILD ENROLLED IN A DAY CAMP PROGRAM HAVE 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.

WE HAVE SEVERAL STAFF CERTIFIED IN CPR FOR THE PROFESSIONAL RESCUER, AED AND FIRST AID ON DUTY AT ALL TIMES IN EACH OF OUR CAMPS.

IF YOUR CHILD WILL NOT BE ATTENDING THE PROGRAM PLEASE CONTACT THE
YMCA AT
(908)355-9622 BY 8:30 AM



LEAVING & PICKING UP CHILDREN

Please ensure that someone is walking your child into the YMCA in the morning. Please do not allow your child to 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, a signed notice by you must be presented to us at the time of pickup. The person listed will be asked to show a photo I.D. upon pick-up at the branch. If the person does not have an ID, we will not release the child to them. The person picking up the child must be at least 16 years old. 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 will maintain it 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. We need the space designated as bus parking in front of the YMCA for our buses to be able to safely park to load and unload our campers. If you are going to park your vehicle in the bank lot across the street, you need to obtain a parking permit or your car will be towed. Please see the member services desk for a permit.



FEES & PAYMENT INFORMATION

PAYMENT METHODS

- ❑ Payments may be made by check, cash, Visa, Master Card or American Express.
- ❑ 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 InfoEx. (Memo – Matthew Harris, Adventure Camp Wk 3)
- ❑ Hours for Registration and Payments:

Monday – Friday	7:00 am– 9:00 pm
Saturday & Sunday	9:00 am – 5:00pm

REGISTRATION FEE

There is a \$35 registration fee per child for processing.

LATE PAYMENT FEE

Session fees are due two weeks prior to the start of the camp session. 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 \$25 late fee. Children will not be permitted to attend camp if a balance remains. If a balance is not paid two weeks before the session, 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.

LATE PICK-UP FEES

Pick up for 5:00pm: After 5:00 if *not* signed up for Post-Camp-\$1 per minute.

Pick up for 6:30pm: After 6:30 if signed up for Post-Camp- \$1 per minute.

Upon pick up a counselor will present you with a late slip that must be signed. 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.



REGISTRATION

ALL PARENTS **MUST** 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:

- \$35 registration fee
- \$25 deposit per session (Private Pay flat rate slots)
- Deposit of two 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

BALANCE OF PAYMENT DUE DATES FOR PRIVATE PAY (FLAT RATE)

\$130.00 per week

<u>SESSION DATES:</u>	<u>BALANCE DUE</u>
• Session 1: June 25- June 29	June 11, 2007
• Session 2: July 2- July 6	June 18, 2007
• Session 3: July 9- July 13	June 25, 2007
• Session 4: July 16- July 20	July 2, 2007
• Session 5: July 23- July 27	July 9, 2007
• Session 6: July 30- August 3	July 16, 2007
• Session 7: August 6- August 10	July 23, 2007
• Session 8: August 13- August 17	July 30, 2007
• Session 9: August 20- August 24	August 6, 2007
• Session 10: August 27- August 31	August 13, 2007

Trip Fees:

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



Balance of Payment Due Dates for CBC/WKFNJ/NJCK

SESSION DATES:

- Session 1: June 25- June 29
- Session 2: July 2- July 6
- Session 3: July 9- July 13
- Session 4: July 16- July 20
- Session 5: July 23- July 27
- Session 6: July 30- August 3
- Session 7: August 6- August 10
- Session 8: August 13- August 17
- Session 9: August 20- August 24
- Session 10: August 27- August 31

BALANCE DUE

Due at Registration
 Due at Registration
 June 15, 2007
 June 15, 2007
 June 15, 2007
 June 15, 2007
 July 20, 2007
 July 20, 2007
 July 20, 2007
 July 20, 2007

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 and then finally to those working 20 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 do 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 complete application along with proper documentation must be submitted to the YMCA by the applicant. A determination will be made by the Senior Program Director/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.



INFORMATION TO PARENTS LICENSING INFORMATION

*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.