

YMCA OF EASTERN UNION  
COUNTY



RAHWAY BRANCH  
SUMMER CAMP 2009

**PARENT HANDBOOK**

**1564 Irving Street  
Rahway NJ 07065**



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 – All campers need to bring their lunch to camp daily in a paper bag with their first and last names clearly marked. Refrigeration is **not** provided and there is no heating up lunches.
- ◆ Clothing – Campers should wear comfortable, weather appropriate clothing and sneakers. All clothing should be labeled with the camper's first and last names. Swimsuits should be worn under clothing on swimming days. Towels, dry clothes, and plastic bag for wet swimsuit should be kept in a labeled tote bag or backpack.
- ◆ Water Bottles – Campers are allowed to bring a water bottle so that on hot days and on trips campers do not have to wait for group walks to a fountain.
- ◆ Camp T-shirts – Campers will receive one T-shirt to be worn on all trip days when balance is paid in full for at least one session of camp. Additional shirts may be purchased for \$10.

## STAFF

Our staff is lead by Lindsay Sudia, School Age Child Care/Day Camp Director. All staff must successfully complete a background check, drug test, and reference checks prior to being hired. Most summer camp staff are hired directly from the Rahway Branch YMCA's Aftercare program and most, if not all of the staff have a background of working with children. Staff must also attend extensive staff training, including a Child Abuse Prevention course. All Camp Directors and Assistant Directors are CPR and First Aid Certified. All aquatic staff are lifeguard, CPR, and First Aid Certified.

The New Jersey Department of Licensing requires a staff to child ratio of 1:15.

## PROGRAM RULES & DISCIPLINE POLICY

Camp staff work to create a positive atmosphere with emphasis on our four core values of Caring, Honesty, Respect, and Responsibility. Proper participation and conduct by each child is expected.

### CAMPER CONDUCT WHILE ATTENDING SUMMER CAMP:

- ◆ Respect each other's feelings and property. This includes not fighting, hitting, or touching another person or their belongings. Continued misbehavior may result in termination from the program.
- ◆ Cooperate with each other.
- ◆ Treat others how you want to be treated.
- ◆ Listen to staff.
- ◆ Stay with the group.
- ◆ Use proper language and tone of voice.
- ◆ Tell a counselor if someone is bothering or upsetting you.
- ◆ Clean up after yourself.
- ◆ Do not bring toys to the program (electronic games, radios, etc.)
- ◆ Most of all have fun!
- ◆ Make new friends!

### THE RULES FOR THE STAFF ARE:

- ◆ Be firm but fair.
- ◆ Never swear or use improper language.
- ◆ Be constructive. Use positive reinforcement.
- ◆ Don't take your personal feelings and prejudices out on the children.
- ◆ Set a positive example at all times.
- ◆ Remember a sense of humor is extremely valuable and makes camp more fun.
- ◆ SMILE!!!

### PRINCIPLES OF DISCIPLINE:

- ◆ Make sure children know what behavior is and is not acceptable.
- ◆ Protect and preserve children's feelings.
- ◆ Offer choices of activities.

### DISCIPLINE CONSEQUENCES:

- ◆ Misbehavior may result in your child being suspended from the program, for one or more days, at the discretion of the camp director.
- ◆ \*Any child hitting during camp WILL result in an immediate suspension for one or more days.
- ◆ Parents will be notified in writing about suspensions.

\*(All suspensions are at the discretion of the Camp Director.)

*Note: There are no credits or refunds for days missed due to suspensions.*

*Parents will be notified in writing about suspensions*

## LOST & FOUND / PERSONAL ITEMS

There will be a lost & found box: please check this box if your child is missing something. The contents of this box will be donated to charity at the end of each session. We ask that your child not

bring toys, portable radios/CD players, or other non-camp, personal items to the program since the YMCA will not be responsible for lost or broken items.

**DIRECTIONS:** The Rahway Branch is located at 1564 Irving Street. Please call for more Detailed directions. (732) 388-0057

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

**\*Please note all activities are subject to change based on weather and availability\***

## **A Typical Rahway Branch YMCA Camp Day**

- 8:30 a.m. – 9:00 a.m.** Opening. Each group/camp meets with their counselors for a brief discussion of the theme and/or core value for the day. Campers drop off personal belongings. Announcements and discussions are reviewed.
- 9:00 a.m. – 10:00 a.m.** Activity Period 1. Each small group works on various activities like arts & crafts, nature study, games, skills and sports development. Some small groups may be involved in activities related to character development or group planning sessions for all-camp activities.
- 10:00 a.m. – 11:00 a.m.** Activity Period 2. (Same as period 1)
- 11:00 a.m. – Noon** All-Camp Activity 1. The total camp engages in one activity, such as an open swim or major sport. This is a time when a particular themed activity should be carried out.
- Noon – 1:00 p.m.** Lunch. The groups sit together during lunch. Stories for the entire camp bring everyone together and keep campers occupied. Staff eats lunch with the campers.
- 1:30 p.m.-2:30 p.m.** Aquatics (Camp Specific). Each day, with the exception of field trip days, each camp will spend 45mins in the pool developing swimming skills and participating in swim activities under close supervision of certified life guards.
- 2:30 p.m. – 3:15 p.m.** Activity Period 3. (Same as period 1)
- 3:15 p.m. – 4:00 p.m.** All-Camp Activity. (Same as All-Camp Activity 1)
- 4:00 p.m. – 4:30 p.m.** Closing. The groups/camps come together to hear the staff make positive comments on the day just passed and to hear about plans for the day to come.

## CATCH HEALTHY U PROGRAM

The YMCA of Eastern Union County is proud to be a part of the Healthy U Program. This Program is New Jersey's first comprehensive attempt to address childhood obesity in the aftercare/camp setting. This program will incorporate CATCH physical fitness games that help build teamwork, confidence, and most of all are FUN! Your child will also learn about making healthy lifestyle choices through the Healthy U activities and healthy snacks. Our goal is to improve the health and wellbeing of your child in a SAFE and FUN environment.

### **HEALTH**

The State Department of Licensing requires that:

1. Each child have a medical form completed by a physician yearly and Submitted prior to admission. (Immunization records must be included).
2. Children are not be sent to the program if they have any of the following Symptoms: fever or headache, rashes or inflamed skin, nausea or vomiting, abdominal pains, diarrhea, sore throat, earache, inflammation of the eyes, enlarged glands, or persistent coughing.
3. If a child develops any of the above symptoms while in the YMCA's care, parents will be notified to have the child picked up. In some cases, a doctor's permission may be required for the child to return to the program.
4. Camp staff cannot administer medication under any circumstances.
5. **Child may NOT attend camp without having their medical records on file at Rahway Branch YMCA.**

If your child will not be attending the program for the day, please contact the Rahway Branch YMCA at (732) 388-0057 by 8:30am

- ◆ Included on the medical form is a section entitled "Permission for Emergency Medical Care." It is imperative that this area be signed so that in the event of an emergency situation the YMCA can obtain medical treatment for your child.

### **DAYS AND HOURS**

PROGRAM HOURS Monday-Friday

Pre-Camp	7:00 a.m. – 8:30 a.m.
Camp	8:30 a.m. – 4:30 p.m.
Post Camp	4:30 p.m. – 6:30 p.m.

### **DROP OFF AND PICK UP OF CAMPERS**

Please indicate on the registration form, names of all persons allowed to pick your child up from camp. Counselors will ask for identification until parents and others authorized to pick up are recognized by sight. If you have someone who is not listed and must pick up your child, a written, signed notice must be given to the child's camp counselor, or this information can be faxed to the Rahway YMCA at (732) 388-9494 attn: Child Care Director, and should be received by 4:00 p.m. The person listed will be asked to show a photo I.D. upon pick-up at the site.

If a parent has been denied access to a child by court order, the YMCA 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.<sup>5</sup>

### **LATE PICK-UP**

For your convenience, we offer Post Camp if you need longer hours. If your child is not picked up by the end of the program in which they are registered, you will be charged a late fee (see Fees and Payment Information) and these procedures will be followed:

1. Children 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 one hour, no one has been contacted, the YMCA staff member will call the Division of Youth and Family Services' 24 hour Child Abuse Hotline to seek assistance in caring for the child until someone can be contacted to pick-up the child.

### **FEES & PAYMENT INFORMATION**

#### PAYMENT METHODS

- ◆ Payments may be made by Check, Cash, Visa, Master Card, or American Express.
- ◆ Payments may be made at the welcome center, or \*mailed to:  
 YMCA of Eastern Union County – Rahway Branch  
 Attn: Camp Payment  
 1564 Irving St. Rahway NJ 07065  
**\*Payments sent by mail must be postmarked by dates due or a late fee will be assessed.**
- ◆ Checks should be made payable to the **YMCA of Eastern Union County**, and should include the following information:
  - ◆ Camp Name, Child's Name, Session Payment To Be Applied To
- ◆ Hours for Registration and Payments:  
 Monday – Friday 6:00 a.m. – 9:00 p.m.  
 Saturday - 6:00 a.m. – 6:00 p.m.  
 Sunday – 9 a.m. – 5:00 p.m.

#### GOVERNMENT ASSISTANCE

If you are receiving financial assistance from Community Coordinated Childcare (CCCC), parent/guardian is responsible for paying the difference in the maximum subsidy and the weekly fee of camp. For Discovery and Explorer Camps parent/guardian is responsible in paying the difference of \$30.00. For Teen Adventure Camp parent/guardian is responsible for paying the difference of \$40.00. This does not include any co-pay the parent may have or the fees of Pre and Post-Camp.

#### LATE PAYMENT FEE

**Weekly fees are due on the Monday of the start of the camp week.** The YMCA will not send a bill, so please keep the payment days (located on page 8) as a reminder. Payments made after this time will be assessed a \$25 late fee. Children will not be permitted to attend camp if there is an outstanding balance. The YMCA will be unable to hold your son/daughter's spot in camp if payment is not made by dates they are due.

MEMBERSHIP FEE

All participants are required to be members of the YMCA of Eastern Union County-Rahway Branch. Please check with the Welcome Center regarding membership privileges and program fees.

RETURNED CHECK FEE

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

LATE PICK-UP FEES

4:30 Pick-up – After 4:30 there will be a \$1 per minute late fee assessed. (example: 5:00 p.m. pick-up=\$30 late fee)

6:30 Pick-up – After 6:30 there will be a \$1 per minute late fee assessed. (example: 6:40 p.m. pick-up=\$10 late fee)

REGISTRATION

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 form completed by a physician. The following is due upon registration:

- ◆ Membership fee
- ◆ \$30.00 Deposit per week/\$10.00 for children on Government Assistance.
- ◆ \$10.00 Deposit / Pre or Post camp per week.
- ◆ All paperwork (last 3 pages of handbook)
- ◆ Medical Records

\*Register by May 16<sup>th</sup> to receive a FREE GIFT for all campers. (Limited to the first 100 campers)

REFUND POLICY

Deposits are given in good faith that your child will be attending camp therefore **deposits are non-refundable.** Refunds of program fees will only be given if the YMCA finds it necessary to cancel a camp.

**CAMPS AT YMCA of EASTERN UNION COUNTY- RAHWAY BRANCH**

**Discovery Camp**      Fee:    \$173 per Week / Deposit \$30

**Explorer Camp**      Fee:    \$173 per Week / Deposit \$30

**Adventure Camp**      Fee:    \$183 per Week / Deposit \$30

**PAYMENT DUE DATES**

**Session Dates:**

**Balance Paid in Full by no later than:**

Week 1 – June 29 – July 3	June 29, 2009
Week 2 – July 6 – July 10	July 6, 2009
Week 3 – July 13 – July 17	July 13, 2009
Week 4 – July 20 – July 24	July 20, 2009
Week 5 – July 27 – July 31	July 27, 2009
Week 6 – August 3 – August 7	August 7, 2009
Week 7 – August 10 – August 14	August 10, 2009
Week 8 –August 17 – August 21	August 17, 2009
Week 9 –August 24 – August 28	August 24, 2009
Week 10 –August 31 – September 4	August 31, 2009





**Please check the following dates your child or children will be attending camp.  
Be sure to only check off the weeks for which you have left a deposit.**

Week Of:	PRE-CAMP 7:00-8:30	CAMP 8:30-4:30	POSTCAMP 4:30-6:30
Week 1: 6/29 - 7/3	_____	_____	_____
Week 2: 7/6 - 7/10	_____	_____	_____
Week 3: 7/13 – 7/17	_____	_____	_____
Week 4: 7/20 – 7/24	_____	_____	_____
Week 5: 7/27 – 7/31	_____	_____	_____
Week 6: 8/3– 8/7	_____	_____	_____
Week 7: 8/10 – 8/14	_____	_____	_____
Week 8: 8/17 – 8/21	_____	_____	_____
Week 9: 8/24 – 8/28	_____	_____	_____
Week 10: 8/31 – 9/4	_____	_____	_____