

MAKE YOUR MARK



2019 SUMMER DAY CAMP
YMCA of Greater Waukesha County
Parent Handbook

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MAKE YOUR MARK

Summer Day Camp at the Y is about more than looking after kids. It's about nurturing their development by providing a safe place to learn fundamental skills, build self-reliance, and develop healthy, trusting relationships. But most of all, Summer Day Camp at the Y offers an experience that is more fun than ever!

ABOUT US

The YMCA of Greater Waukesha County has planned an exciting variety of Summer Day Camp programs conveniently located at 13 different sites throughout our expanded service area. From traditional day camps, to sports, specialty, and outdoor adventure camps, the Y offers something for every child. Parents love it too. They have peace of mind knowing their children are in a safe and enriching environment with activities led by trained, role-model staff.

CAMP CONTACTS

BROOKFIELD STEAM CAMP

2530 N Brookfield Rd
Brookfield, WI 53045
414-302-9622
Darlyn Summers, Camp Director
brookfieldcamp@gwcymca.org

CAMP DOUBLE EAGLE

W365 S8661 Hwy 67
Eagle, WI 53119
262-542-2557
Kim Chilicki, Camp Director
doubleeagle@gwcymca.org

EAST TROY WRAP CAMP

245 E Wolf Run
Mukwonago, WI 53149
262-363-7950
Kim Chilicki, Camp Director
mukwonagocamp@gwcymca.org

ELMBROOK WRAP CAMP

2420 N 124th St
Wauwatosa, WI 53226
414-302-9622
Darlyn Summers, Camp Director
elmbrookwrapcamp@gwcymca.org

MUKWONAGO WRAP CAMP

245 E Wolf Run
Mukwonago, WI 53149
262-363-7950
Kim Chilicki, Camp Director
mukwonagocamp@gwcymca.org

MUKWONAGO YMCA

245 E Wolf Run
Mukwonago, WI 53149
262-363-7950
Kim Chilicki, Camp Director
mukwonagocamp@gwcymca.org

NEW BERLIN ARTS CAMP

11311 W Howard Ave
Greenfield, WI 53228
414-546-9622
Brittany Fowler, Camp Director
newberlincamp@gwcymca.org

NEW BERLIN WRAP CAMP

11311 W Howard Ave
Greenfield, WI 53228
414-546-9622
Brittany Fowler, Camp Director
newberlincamp@gwcymca.org

SOUTHWEST YMCA

11311 W Howard Ave
Greenfield, WI 53228
414-546-9622
Brittany Fowler, Camp Director
southwestcamp@gwcymca.org

TRI COUNTY YMCA

N84 W17501 Menomonee Ave
Menomonee Falls, WI 53051
262-255-9622
Melissa Sonnemann, Camp Director
tricountycamp@gwcymca.org

WAUKESHA YMCA

320 E Broadway
Waukesha, WI 53186
262-542-2557
Caitlyn Schultz, Camp Director
waukeshacamp@gwcymca.org

WEST SUBURBAN YMCA

2420 N 124th St
Wauwatosa, WI 53226
414-302-9622
Darlyn Summers, Camp Director
westsuburbancamp@gwcymca.org

Y ACADEMY CAMP

100 E Broadway
Waukesha, WI 53186
262-522-4977
Laura Nagel, Camp Director
yacademy@gwcymca.org

OUR MISSION

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

OUR AREAS OF FOCUS

We promise to strengthen the foundations of community.

YOUTH DEVELOPMENT

Nurturing the potential of youth and teens.

HEALTHY LIVING

Improving the health and well-being for our communities.

SOCIAL RESPONSIBILITY

Giving back and providing support to our neighbors.

YMCA CHARACTER GUIDELINES

The goal of our YMCA Summer Day Camps is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the summer we instill and develop skills and behaviors that reflect **Respect, Responsibility, Caring, and Honesty** among our campers.

ITEMS TO NOTE

REGISTER ONLINE! We wanted to make registering for camp as convenient as possible so we added online registration this year! Refer to our camp guide or page 5 in this handbook for details on how to get started and get registered.

While logged into your account, you will also be able to schedule your payments to automatically come out of your banking or credit card account—adding more convenience just for you!

NEW CAMPS! We've added new camps to our specialty, sports and traditional camp rotations (see the camp guide for details). We're excited for our new Art Camp at Poplar Creek Elementary and our new Wrap Camp at East Troy Schools! Details for these camps can be found online at gwcymca.org.

DAY CAMP SWIM LESSONS! Summer Day Camp swim lessons will be offered for campers. These 30 minute lessons are a convenient way to get your child extra confident in the water. Lessons will take place before or after camp during extended care time and may vary based on age group and location. You can purchase a week of swim lessons just like you would purchase a week of camp. Each week of swim lessons will have four, 30 minute swim lessons (one lesson each day, Monday–Thursday).

Swimmers will be assessed at the start of each week and placed in a group appropriate for their age and skill level. *No swim lessons will be offered during Precamp, Week 4 (July 1–5), Week 11 (August 19–23), or Week 12 (August 26–30) of camp. Camp Double Eagle lessons are held at the Mukwonago Y. Cost: Member: \$22 Program Participant: \$44

Swim Lesson Location Specifics:

CAMP DOUBLE EAGLE* Ages 7–13 | 5:00–5:30 PM

MUKWONAGO Ages 4–6 | 4:15–4:45 PM

SOUTHWEST Ages 4–13 | 3:55–4:25 PM

TRI COUNTY Ages 4–13 | 7:45–8:15 AM

WAUKESHA Ages 5–13 | 3:55–4:25 PM

WEST SUBURBAN Ages 4–13 | 8:00–8:30 AM

ANTI-BULLYING POLICY

At the YMCA of Greater Waukesha County (YGWC) Summer Day Camps, bullying is inexcusable and we have a firm policy against all types of bullying. Our camp philosophy is based on our mission statement which ensures that every camper has the opportunity to grow personally, clarify values, and appreciate diversity. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

We have a ZERO TOLERANCE POLICY for any sort of bullying. This may include but is not limited to, name calling, singling out, hitting, shoving, and aggressive behavior. While bullying is typically repetitive behavior, it can occur in a single incident that is either very severe or arises from a pattern of behavior. All such reported incidents will be investigated by staff.

Zero tolerance means that your camper may have to be picked up immediately if any sort of bullying occurs. This zero tolerance policy includes parent behavior towards staff. The camper may not be allowed at camp

if there is poor behavior displayed by the camper, parents, or guardians. Documentation of behavior from previous YGWC programs may be considered as a reference for summer eligibility.

SUMMER DAY CAMP CHARACTER CONTRACT

The goal of our summer day camp program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the summer we instill Character Development through Caring, Honesty, Respect, and Responsibility among our campers. **Please discuss the following expected behaviors with your child.**

APPROPRIATE CONVERSATION Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other campers or staff.

APPROPRIATE LANGUAGE Children must refrain from using obscene language or gestures for any reason.

CARING It is important to use and care for equipment, toys and games properly so that other campers can enjoy them. We will care for the property of the YMCA, of other campers, and of the YMCA staff.

PLAY We require campers to have fun and participate 100% of the time. Negative attitudes can ruin the camp experience for yourself and others.

RESPECT When asked to do or not do something, a camper needs to follow directions the first time given; this is for the safety of all campers. Please speak to staff and other campers with respect.

RESPONSIBILITY All campers need to remain with their group and within sight and sound of their counselor. This applies while we are on the YMCA grounds and on off-site field trips. We want campers to be safe at all times.

WHAT WILL HAPPEN IF THIS CONTRACT IS VIOLATED

If an incident occurs where a camper conducts himself/herself in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the mission of the Y and Camp, disciplinary action may be taken. A copy of our character contract is located on page 13 of this handbook.

REGISTRATION INFORMATION

The YMCA of Greater Waukesha County's Summer Day Camp is an 12-week program that runs June 10–August 30, 2019. Summer School Wrap Camp is offered at Elmbrook School District and New Berlin School District from June 17–July 19, 2019, and East Troy School District and Mukwonago School District from June 10–July 12, 2019. Registration opens February 4, 2019!

HOW TO REGISTER

Register online at gwcymca.org or in person at one of our 5 YMCA branch locations. Required items for registration include:

- A completed 2019 Camper Information & Registration Form is required per individual attending at time of registration. **All information must be completed.**
 - A \$25 deposit is due for each week of camp at the time of registration. Campers will be taken off rosters and your deposit will be forfeited if all required paperwork is not on file at least 7 days prior to the start of your child's first day.
 - Acceptable forms of payment include: check, cash, or credit card.
 - We do accept payments from Third Party Agencies. Our provider number is 4000558914. Please contact your YMCA for the location number.
- **Third Party authorization must be presented at time of registration.

ONLINE REGISTRATION

1. Go to gwcymca.org/summercamp and select the "Register Online" button.
2. Once logged in select your child, enter their information, select the weeks you need camp, answer the required questions, and add the camps to your cart. ***You must complete the full registration at one time.**
3. If you have additional children you wish to register for camp, circle back around, select your other child and repeat the process.
4. Finish up by paying the deposits, check out your payment schedule, and your family is ready for summer!

WEEKLY PAYMENT

Choose the week of camp you would like to attend and pay only for that week. Camp rates listed in the guide are per week. All payments are to be made online or at one of the 5 YMCA of Greater Waukesha County locations in the Business Office. Payments will not be accepted at drop off or pick up. The Y will not distribute payment reminders or bills. It is your responsibility to pay the remaining balance on time.

DEPOSITS

A \$25 deposit is due for each week of camp at the time of registration. Deposits are nonrefundable and nontransferrable.

BALANCE PAYMENT

Weekly balance payments are due by noon on the Monday prior to the start of each camp week. Weekly balance payments may be made online, in person, or over the phone. Camp payments are nonrefundable. There are no multiple child discounts or referral bonuses.

CANCELLATIONS, REFUNDS, AND CREDITS

If a cancellation request is initiated at least 7 days prior to the start of the camp week registered for, a Y credit will be issued minus the \$25 deposit. If a cancellation request is initiated less than 7 days prior to the start of the camp week registered for, no Y credit will be issued. The entire deposit and balance paid is forfeited. Refunds will not be issued for any Summer Day Camp programs.

CHANGES

To request a change in schedule or to cancel, please contact your Summer Day Camp registrar prior to the payment due date and complete a camp change form. Changes may not be honored due to camp availability. Changes are processed in the order they are received. No credit or refund will be given if the withdraw happens after the deadline.

PAYMENT OF FEES

PAYMENT CALENDAR Final Payment & Registration Due by 12 PM on the Monday prior to the start of the Camp Week

Week 1: June 10-14	Due June 3	Week 7: July 22-26	Due July 15
Week 2: June 17-21	Due June 10	Week 8: July	Due July 22
Week 3: June 24-28	Due June 17	Week 9: August 5-9	Due July 29
Week 4: July 1-5	Due June 24	Week 10: August	Due Aug 5
Week 5: July 8-12	Due July 1	Week 11: August	Due Aug 12
Week 6: July 15-19	Due July 8	Week 12: August	Due Aug 19

LATE FEES

Late payments will result in a \$10 late fee per child. All payments **MUST** be made before a child can attend camp each week.

MEMBER BENEFITS

A membership is a great value. It gives you full access to all five YMCA of Greater Waukesha County locations, access to hundreds of programs, reduced rates on swim lessons, youth sports, preschool classes, and YMCA Summer Day Camp. To receive a member rate for Summer Day Camp, a current membership must be in effect at the time of registration and for the duration of camper attendance.

You can choose between a monthly membership or a 3 month short term membership (which must be signed up for when registering for camp). Additional membership details are located in the camp program guide or at your Y's Business Desk.

WHAT TO BRING

Since we will be swimming, walking, crafting, and playing indoors and outdoors, please send the following items each day.

THESE ARE MANDATORY:

- Tennis shoes & socks (sandals must have a back strap)
- All children **MUST** be potty-trained; an extra set of dry clothes is required in case of isolated accidents or dirty activities
- Jacket/sweatshirt for cool days, rain gear for rainy days
- Waterproof sunscreen
- Bug repellent
- Swimsuit and towel

- T-shirts
- Plastic bag for wet gear
- Comb and/or brush
- Leak-proof, unbreakable water bottle
- Nonperishable cold lunch (snacks provided)
- Backpack—to keep belongings together
- OPTIONAL: Blanket for rest time—nap time will be offered to children ages 4-5, rest hour (quiet activities) will be offered to children ages 6-12.

Please label all items with your child's first and last name! The Y is not responsible for damaged, lost, or stolen items.

SUN BLOCK/BUG REPELLENT

Children will be outdoors for a large portion of the day. **Please apply sun block and bug repellent before arriving at camp.** Parents, it is important for you to work with your child on how to reapply sun block and bug repellent. If your child has difficulties with this, please inform the camp director so staff can assist him/her. Staff will remind campers to reapply throughout the day. Lotion and pump liquid repellents and sunscreen are preferred over aerosols.

Please label clearly with your child's name (first and last) as counselors may collect sun block and bug repellent based on age and camp policy. At the end of the week or the end of the summer it is your responsibility to collect the remaining bottle.

If you give the Y permission to apply sun block or bug repellent you must indicate that on the enrollment paperwork. If you give the Y permission to apply our sun block or bug repellent should your child lose theirs, you must indicate that on the enrollment paperwork. We will purchase generic NO-AD SPF 30 for sun block and generic OFF bug repellent with 25% deet.

WHAT TO LEAVE AT HOME

Camp is a natural setting to retreat from electronic technology and to discover low tech activities, friendships, and nature. The YMCA is not responsible for lost, stolen, or damaged items or valuables. Objects that may be dangerous are also prohibited.

ITEMS TO LEAVE AT HOME INCLUDE

- Toys (Bey Blades, trading cards)
- iPods/MP3 players

- Radios
- Electronic games (Nintendo/PSP/Game Boy)
- Walkie-talkies
- Cellular phones
- iPads/tablets
- Kindles/Nooks/e-Readers
- DVD players
- Matches
- Lighters
- Wheelie shoes
- Aerosol products

And any other items that interfere with the safety of camp and its campers as designated by the camp director. Items brought to camp on this list will be confiscated.

All confiscated items will be located at the sign-in/out location. All items will be taken inside the YMCA at the end of each camp week. We are not responsible for any damaged, lost, or stolen items.

LOST AND FOUND

The YMCA strongly discourages bringing any valuables to camp. All lost and found items will be kept in the camp office and at times will be displayed at a table near the sign in/out location. At Y Academy, all items will be located in the camp director's office or in a bin labeled lost and found at the sign in/out location. Parents are encouraged to check the bin often.

FIRST DAY

It is normal for your child to show some anxiety or reservation about summer day camp, especially if this is their first year. The best thing you can do is reassure them that everything will be ok, that the counselors will help them make new friends, keep them informed, and be there to help guide them through their first day.

Your camper is going to come home tired and most likely dirty after a day of fun filled activities. It is important at night to make sure they are rehydrating and refueling with a healthy dinner.

In order to make guidance a learning experience and enhance the child's self-esteem, the Y Staff will utilize positive guidance to appropriately manage children who are crying, fussing or distraught.

CAMP HOURS

All full day camps including Traditional, Specialty, Jr. Specialty, and Sports, run from 9:00 AM – 4:00 PM. Camp Double Eagle (due to bussing) hours are 8:35 AM departure and arrival at the Y between 4:15 – 4:30 PM. If your child will be dropped off or picked up at an alternate time than this, please complete an Alternate Arrival Form. No camp will be offered Thursday, July 4.

Summer School Wrap Camp offers half day care beginning at the end of the summer school day until 6:00 PM. No camp will be offered Thursday, July 4.

EXTENDED CARE

This is a free service and is available 7:00 – 9:00 AM and 4:00 – 6:00 PM every day at the Y and Y Academy. Camp Double Eagle extended care will be offered at the Y that provided transportation.

CAMPER DROP OFF & PICK UP

The following locations are subject to change. Proper notice will be given in the event that an alternate drop off and pick up location will be used.

MUKWONAGO Will be located on the far side of the building. For inclement weather, drop off and pick up will be located through the front entrance of the building.

SOUTHWEST Will be located behind the Y in the summer day camp rear entrance.

TRI COUNTY Will be located on the southeast corner of the parking lot. For inclement weather, drop off and pick up will be located through the main entrance of the building.

WAUKESHA Will be located behind the Y at Springs Park. For inclement weather, drop off and pick up will be located in the Y using the door on the east side of the building.

WEST SUBURBAN Will be located behind the Y in the Mt. Zion Lutheran Church parking lot off of 120th and North Ave.

Y ACADEMY Will be located at 100 E. Broadway at the First Congregational Church. Please enter the building from the side entrance at Pleasant Street.

CAMP DOUBLE EAGLE (DE) The following times **MUST** be observed:

Campers using Y transportation:

- Campers must be signed in by 8:25 AM at the Y providing transportation (Mukwonago, Southwest (on select weeks), and Waukesha).
- All late arrivals must be transported to Camp Double Eagle by their parents. Late arrivals may not transfer to another camp if they miss the departure time.
- Campers will return to the Y between 4:15-4:30 PM.

Campers using personal transportation:

- Campers should be dropped off at Camp Double Eagle at 9:00 AM and picked up no later than 4:00 PM.

BROOKFIELD STEAM CAMP Will be located in the northeast side of the main parking lot (by the outdoor playset).

ARTS CAMP Will be located at 17401 W Cleveland Avenue at Poplar Creek Elementary.

SCHOOL WRAP CAMPS Locations for all Wrap Camps will be posted online on the designated school page at www.gwcymca.org.

SIGN IN & SIGN OUT

It is the authorized adult's responsibility to sign their child in every morning and sign their child out at the end of the program day. We do not take responsibility for children until they are signed over to our care.

ALL campers (including CIT's) **MUST** be signed in and out **DAILY** by a parent/adult guardian that is listed on the child's registration form. **Photo ID is required** at the time of pick up. Please have your license or photo ID ready to show to our staff. Do not be offended if our staff asks for an ID. This procedure is to ensure the safety of your child and is required by state licensing. There is space on the registration form to list additional adults authorized to pick up your child. Anytime someone other than those designated will be picking up your camper(s), you must notify the summer day camp staff and complete an additional pick-up authorization form. Remind the "pick-up" person that they need to have a photo ID or we may not be able to release the camper to their care.

LATE PICK-UP

A late fee of \$1.00 per minute/per child may be charged after 6:00 PM if your child is not picked up. If your child is not picked up after 30 minutes the local authorities will be called. If you are running late, please call us in advance so we can plan appropriate staffing and reassure your child. Chronic late pickup will be grounds for dismissal.

COMMUNICATION

The key to a great summer is communication between parents and camp staff. Please make us aware of issues that may arise during the summer, concerns you or your child may have, and ask questions when necessary. All behavioral issues and concerns must be addressed with camp staff.

Parents/Guardians may not talk to other campers in regards to camp issues or attempt to intervene in any camp related incident. When speaking with camp staff, other parents or children at camp, you must use respectful words and tone. Inappropriate language will not be tolerated.

We will communicate with you weekly via camper reports and weekly informational emails. If at any point in time your email address changes, please contact the respective camp office to update our system.

If your child is absent from camp without prior notification, we will contact you and the listed emergency contacts as early as 9:30AM to determine your child's whereabouts. If you child will be absent, please contact us via the information on the following page.

In an effort to keep families engaged throughout the day and week, we will post pictures/videos throughout the day. If you want to catch a glimpse, like us on Facebook or Instagram. Check with your Camp Director for their preferred method of social media.

ABSENCES

WAUKESHA Y AND CAMP DOUBLE EAGLE If your child will be absent for any reason, please contact the Y at (262) 542-2557 prior to 8:00 AM. The Y opens at 5:00 AM. Y staff will forward your message to the appropriate Camp Director.

Y ACADEMY If your child will be absent for any reason, please contact the Y Academy at (262) 522-4977 prior to 8:00 AM. Please leave a message if you call when we are closed.

MUKWONAGO Y AND CAMP DOUBLE EAGLE Please call (262) 363-7950 prior to 8:00 AM for all absences. The Y opens at 5:00 AM. Y staff will forward your message to the appropriate Camp Director.

SOUTHWEST Y & CAMP DOUBLE EAGLE (SOUTHWEST BUS) If your child will be absent for any reason, please contact the summer day camp office at (414) 329-3843 prior to 8:00 AM. For campers attending Camp Double Eagle and utilizing the Southwest Bus, we will forward your message to the Camp Double Eagle leadership.

NEW BERLIN SCHOOL CAMP If your child will be absent for an reason, please contact the summer day camp office at (414) 329-3843 prior to 8:00 AM.

TRI COUNTY Y If your child will be absent for any reason, please contact the front desk at (262) 255-9622 prior to 8:00 AM.

WEST SUBURBAN Y If you child will be absent for any reason, please contact the summer day camp office at (414) 454-4633 or email us at westsuburbancamp@gwcymca.org prior to 8:00 AM.

BROOKFIELD STEAM CAMP If your child will be absent for any reason, please contact us at (262) 385-2071 or email us at brookfieldcamp@gwcymca.org prior to 8:00 AM.

CAMP ACTIVITIES

OPENING CEREMONIES Each morning campers will start the day with songs, skits, morning reports, and updates.

MAKERSPACES Campers will have opportunities throughout the week to create and innovate with a variety of art and craft supplies. Their designs will be guided by theme but developed individually.

CHARACTER DEVELOPMENT We weave the four core values through all facets of our Summer Day Camps. Make this a summer for your child to grow and develop strong positive values. Talk at home about what they are learning. Talk in the car about their experiences. Talk about how your family can display these values to others.

ENRICHMENT Throughout the week campers will have the opportunity to participate in a variety of enrichment activities such as science experiments, arts and crafts, drama, sports, and recreation.

GROUP ACTIVITIES Each day campers will experience all camp group games. This activity helps campers of all ages work together. These games focus on movement, interaction, and of course fun!

SMALL GROUP Campers are placed in age specific groups each week. For the majority of the day campers and their camp counselors rotate around camp to a variety of different activities. Each camp offers different activities.

CLOSING CEREMONIES We will conclude our day with camper rewards, songs, and more!

FIELD TRIPS

A field trip or special event is scheduled weekly.

Permission for your child to attend the trip or event must be signed on the registration form. Information for each trip or event will be available each Monday prior to the field trip. Campers who are not attending a field trip may not arrive at camp until our scheduled field trip return time. Children who are scheduled for drop off/pick up at Camp Double Eagle must be dropped off and picked up at the YMCA on off site field trip days. We cannot accommodate late drop off and early pick up times on field trip days. Please speak to the Camp Director if you have time conflicts on field trip days, as you will need to make other arrangements.

SWIMMING

Campers will participate in recreational swim one to three times a week based on camp location. Summer School Wrap Camp will not swim. During scheduled swim times, campers who choose not to participate or did not bring a swimming suit must sit on the pool deck during their pool rotation. Campers are tested on their first day of camp to determine swim ability. Camper's swim level will be designated by a wristband. Please make sure that your child wears the band to help ensure their safety in water. All campers will dress themselves.

NUTRITION

Campers are required to bring their own lunch, including a beverage. Please be sure to send plenty

of food as your child will be burning a lot of energy playing outside. Lunch must be able to withstand summer weather without refrigeration. Please pack proper cooling units. State licensing standards require us to monitor your child's lunch to check for proper cooling agents and healthy options. The children will not have access to vending machines. **PLEASE DO NOT SEND MONEY.**

Wisconsin Administrative Code HSS 55 sets specific daily nutritional requirements. When preparing your child's lunch each day, please provide 1/3 of the daily nutritional requirements. The meal should consist of at least one item from each of the following:

- Meat, poultry, fish, egg, cheese or peanut butter
- 2 vegetables, 1 vegetable and 1 fruit, or 2 fruits
- Cereal or cracker products/whole grain and enriched bread
- Milk or water

If your child's lunch does not comply with the daily nutritional requirements we may supplement their lunch, and we will send home a reminder of these guidelines.

SNACKS

The YMCA offers morning and afternoon snacks that are healthy options for your camper and are included in the cost of camp (examples: apples, carrots, granola bars, pretzels, crackers, etc.). Milk may be available and water is always available. You can also pack your own healthy snacks. We will do our best to accommodate medical, special diets.

EMERGENCY PROCEDURES

MEDICAL EMERGENCIES

If a minor injury occurs at camp, Y staff will take the necessary steps in providing first aid to your child. In the event of a serious injury requiring immediate medical treatment, 911 will be called first, the parent second. 911 emergency personnel will be responsible for any transportation of children to local medical facilities. While on a field trip the child will be taken to the closest emergency care facility.

ILLNESS

The Y cannot provide care for sick campers. Please do not send your child to camp if they are sick.

This includes but is not limited to: fever, vomiting, severe sore throat, diarrhea, or any symptoms of communicable diseases. Campers may not return to camp until they are fever free (without the use of medication) for 24 hours. They will not have fun and it presents a health risk to the whole camp community. If your child becomes ill at camp, a parent will be contacted and arrangements must be made to pick up your child. In the meantime, your child will be isolated and made comfortable, within sight and sound of an adult. If parents cannot be reached, the emergency contact person listed on the registration form will be contacted. **Parent/Emergency Contact must pick up the ill child within one hour after being contacted.**

WEATHER

Camp is held in all weather, rain or shine. In the event of a weather emergency, campers will be kept safe inside the Y or shelters at Camp Double Eagle. **Because field trips are scheduled in advance, severe weather may occasionally cause cancellation.** The Y monitors current weather conditions utilizing a weather radio, and local media for up-to-the-minute forecasts and/or emerging weather systems that may pose a threat to the area. Although summer weather is very unpredictable and changes frequently, the Y seeks to provide for the safety of each child and staff member at camp.

Suggestions for typical conditions include:

- In the event of light rain/drizzle, summer day camp operates. Please pack a dry change of clothes and a poncho.
- In the event of a Severe Thunderstorm warning, Tornado Watch or Warning, or High Wind Advisory, we will delay operations and seek shelter until it is safe to continue. In the event of an Air Quality Index rating above 200, the Y will take precautions and may relocate to an indoor setting.
- In the event of a Heat Index rating above 90, the Y will take precautions and may relocate to an indoor setting.

Please keep your camper home if you are concerned about their health outdoors.

SAFETY & RISK MANAGEMENT

In the event of a fire, natural disaster, lost camper or accident, the following steps will be taken:

- Camp counselors will be responsible for their group. The Executive Director will be notified

immediately of any of the above situations.

- Face counts will be conducted between each significant activity to include, but not limited to, field trips, swimming, entering and exiting buses, movement from one area to another, etc. The buddy system will be used in all camps.
- In the event of a fire, the children will be removed from the building/area of danger and the local fire department will be called.
- In the event of a natural disaster such as a tornado or electrical storm, children will be directed to the designated area of safety.
- In the unlikely event of a lost camper, the local authorities and parents will be contacted immediately after all other steps have been taken to locate the child.
- Camp specific evacuation routes, emergency procedures, and exposure control plans will be on site. All staff will be familiar with these procedures.

Additional policies are listed and detailed in the Summer Day Camp Staff Handbook, which is available to parents upon request.

MEDICATION ADMINISTRATION

All medication, either prescribed or over the counter, must have an **Authorization to Administer Medication form** that is fully completed and signed. Please note the following procedures:

- All medication must be in the original container and labeled with the child's name and dosage. We cannot administer medication over the recommended dosage listed on the label without authorization from the camper's physician.
- Children are not permitted to take medication unsupervised; all medicine is dispensed by permission of the Camp Director only.
- Dates must be clearly noted on the form. We are not permitted to keep a form open ended for use at the counselors or campers discretion unless documented by a physician such as an epi pen or inhaler.
- You must physically hand all medication in to the counselor at the sign in/out table along with a Medication Authorization Form. Campers are not permitted to keep any medication on them.

CAMP VISITS & VOLUNTEERS

In order to keep our campers safe and engaged in camp programming, we have policies in place for parent visits and adult volunteers.

All adults working in our camps must go through our counselor training program and have an annual background check on file. If you are interested in visiting camp please see your child's Camp Director. Parents cannot show up unannounced to visit camp. All volunteers at camp must go through our YMCA volunteer training program and must have an annual background check on file.

CAMP LOCATIONS

BB BIG BEND ELEMENTARY
W230 S8695 Big Bend Drive
Big Bend, WI 53103
262-363-7950
mukwonagocamp@gwcymca.org

BR BROOKFIELD ELEMENTARY
2530 N Brookfield Road
Brookfield, WI 53045
414-302-9622
brookfieldcamp@gwcymca.org

BE BURLEIGH ELEMENTARY
16185 Burleigh Place
Brookfield, WI 53005
414-302-9622
elmbrookwrapcamp@gwcymca.org

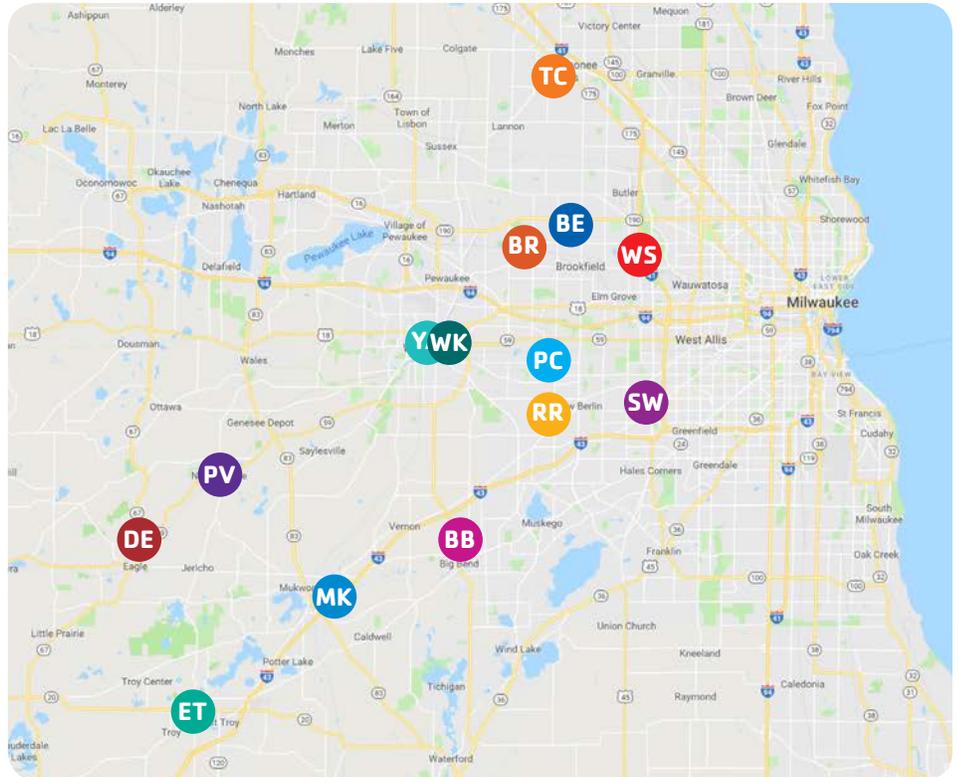
DE CAMP DOUBLE EAGLE*
W365 S8661 Hwy 67
Eagle, WI 53119
262-363-7950
doubleeagle@gwcymca.org

MK MUKWONAGO YMCA
245 E Wolf Run
Mukwonago, WI 53149
262-363-7950
mukwonagocamp@gwcymca.org

PC POPLAR CREEK ELEMENTARY
17401 W Cleveland Avenue
New Berlin, WI 53146
414-546-9622
southwestcamp@gwcymca.org

PV PRAIRIE VIEW ELEMENTARY (MK)
W330 S6473 Hwy E
North Prairie, WI 53153
262-363-7950
mukwonagocamp@gwcymca.org

ET PRAIRIE VIEW ELEMENTARY (ET)
2131 Townline Road
East Troy, WI 53120
262-363-7950
mukwonagocamp@gwcymca.org



RR RONALD REAGAN ELEMENTARY
4225 S Calhoun Road
New Berlin, WI 53151
414-546-9622
southwestcamp@gwcymca.org

SW SOUTHWEST YMCA
11311 W Howard Avenue
Greenfield, WI 53228
414-546-9622
southwestcamp@gwcymca.org

TC TRI COUNTY YMCA
N84 W17501 Menomonee Ave
Menomonee Falls, WI 53051
262-255-9622
tricitycamp@gwcymca.org

WK WAUKESHA YMCA
320 E Broadway
Waukesha, WI 53186
262-542-2557
waukeshacamp@gwcymca.org

WS WEST SUBURBAN YMCA
2420 N 124th Street
Wauwatosa, WI 53226
414-302-9622
westsuburbancamp@gwcymca.org

YA Y ACADEMY
100 E Broadway
Waukesha, WI 53186
262-522-4977
yacademy@gwcymca.org

Childs Name _____ Grade _____ Program _____

Counselor _____ Group _____ Date/Time _____

Camper and Parent

Campers are expected to behave appropriately and promote a safe, fun and healthy environment through positive participation. Today our staff witnessed behavior that was not safe and did not promote a healthy environment. Please read both sides of this document. If you have any questions please see the Day Camp Director.

YMCA Character Contract

- **First-**The Camper may be removed from an activity for a short period of time and have a conversation regarding the behavior that just occurred. Items to discuss may be, what happened before the behavior started, are their triggers, ways the behavior can be changed, etc. Before the end of the day the camper and the counselor will complete a goals sheet together. The contract and goals sheet must be signed by both the camper and their parent/guardian at pick up before the camper may return to the program the next day. *Result is a warning regarding the behavior, a contract/goals sheet sent home and signed by both parent/guardian and camper.*
- **Second** The Camper will be removed from an activity and have a conversation regarding the behavior that has just occurred. The counselor and camper will review the previous contract that was completed and the goals that were established. The camper will be suspended for the next day of the program they are enrolled. The parent/guardian will be called and must pick the camper up within the hour. The new contract and goal sheet must be signed by both the camper and their parent/guardian before the camper may return to the program. *Consequence to the continued behavior, suspension from the camp program for one day. **No refunds or credits will be issued as stated in our policy.***
- **Third-**The Camper will be removed from the program. A parent/guardian will be called and expected to pick up the child within the hour. The camper will remain with the program Director until the parent/guardian arrives. The Camper will be suspended for one week of the program. *Consequence to the continued behavior, suspension from the camp program for **5 camp days**.* The camper will be allowed back to the program as long as he/she is not a harm to another camper, counselor or themselves. **No refunds or credits will be issued as stated in our policy.**
- **Final-**The camper will be removed from the program and their parent/guardian will be called for pickup within the hour. The Camper will be suspended indefinitely. *Consequence to the continued behavior, the child will no longer be able to register for any youth programs at the Waukesha YMCA indefinitely.*

****Camper may be elevated to any step on the character contract based on serious behavior concerns****

Camper Signature

Parent or Guardian Signature

Camp Director Signature

Program Operations Director

On the back side is typically a Goals Worksheet for the child to fill out. Regarding why they received the character contract, and 3 positive choices that they can make next time.

THANK YOU FOR PARTICIPATING IN YMCA SUMMER DAY CAMP.

WE LOOK FORWARD TO MEETING YOU.

PARTING THOUGHTS

Thank you for choosing the YMCA of Greater Waukesha County to be your partner in the summer care and education of your child(ren). If we can be of any assistance to you and your family, please feel free to contact us any time. We have access to several resources for parents and would be pleased to help.

The YMCA of Greater Waukesha County does not discriminate on the basis of race, color, sex, sexual orientation, creed, handicap, national origin or ancestry.

If you need this handbook or other camp resources to be translated into a different language, please contact your Camp Director and we will make every attempt to accommodate.

2019 PARENT/GUARDIAN CAMP HANDBOOK CONFIRMATION

Camper's Name _____ Age _____

I, _____, received and have read the 2019 Camp Handbook.
I understand the policies and procedures.

Signature _____ Date _____