

BEST SUMMER EVER



2021 SUMMER DAY CAMP

YMCA of Greater Waukesha County
Parent Handbook

TABLE OF CONTENTS

ABOUT US	3	PAYMENT OF FEES	5
CAMP CONTACTS	3	Late Fees.....	5
Camp Double Eagle.....	3	WHAT TO BRING	6
East Troy Wrap Camp.....	3	Mandatory Items.....	6
Elmbrook STEAM Camp.....	3	Sun Block/Bug Repellent.....	6
Elmbrook Wrap Camp.....	3	WHAT TO LEAVE AT HOME	6
Mukwonago Wrap Camp.....	3	Lost & Found.....	6
Mukwonago YMCA.....	3	CAMPER SAFETY	6
New Berlin Arts Camp.....	3	FIRST DAY	7
New Berlin Wrap Camp.....	3	CAMP HOURS	7
Southwest YMCA.....	3	CAMPER DROP OFF & PICK UP	7
Tri County YMCA.....	3	SIGN IN & SIGN OUT	8
Waukesha YMCA.....	3	LATE PICK-UP	8
West Suburban YMCA.....	3	COMMUNICATION	8
Y Academy Camp.....	3	ABSENCES	8
OUR MISSION	4	CAMP ACTIVITIES	9
OUR AREAS OF FOCUS	4	Field Trips.....	9
YMCA CHARACTER GUIDELINES	4	Swimming.....	9
ITEMS TO NOTE	4	DAY CAMP SWIM LESSONS	10
ANTI-BULLYING POLICY	4	NUTRITION	10
SUMMER DAY CAMP CHARACTER CONTRACT	4	Snacks.....	10
Sample Contract.....	13	EMERGENCY PROCEDURES	11
MEMBER BENEFITS	4	Medical Emergencies.....	11
REGISTRATION INFORMATION	5	Illness.....	11
HOW TO REGISTER	5	Weather.....	11
WEEKLY PAYMENT	5	Safety & Risk Management.....	11
DEPOSITS	5	Medication Administration.....	11
BALANCE PAYMENT	5	Camp Visits & Volunteers.....	11
CANCELLATIONS, REFUNDS & CREDITS	5	CAMP LOCATIONS	12
CHANGES	5	THANK YOU	14

THANK YOU

2021 SUMMER DAY CAMP SPONSOR

Wisconsin Vision

SEE. MORE. LIFE.

BEST SUMMER EVER

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

ABOUT US

The YMCA of Greater Waukesha County (YGWC) has planned an exciting variety of Summer Day Camp programs conveniently located at 14 different sites throughout our service area. Our programs at the Y offer something for every child. Parents will have peace of mind knowing their children are in a safe and enriching environment with activities led by trained staff.

CAMP CONTACTS

CAMP DOUBLE EAGLE

262-363-7950

Clayton Irwin, Camp & School Age Director
doubleeagle@gwcymca.org

EAST TROY WRAP CAMP

262-363-7950

Clayton Irwin, Camp & School Age Director
mukwonagocamp@gwcymca.org

ELMBROOK STEAM CAMP

414-302-9622

Heather Porcelli, Camp & School Age Operations Director
elmbrooksteamcamp@gwcymca.org

ELMBROOK WRAP CAMP

414-302-9622

Heather Porcelli, Camp & School Age Operations Director
elmbrookwrapcamp@gwcymca.org

MUKWONAGO WRAP CAMP

262-363-7950

Clayton Irwin, Camp & School Age Director
mukwonagocamp@gwcymca.org

MUKWONAGO YMCA

262-363-7950

Jenny Fremgen, Senior Program Director
mukwonagocamp@gwcymca.org

NEW BERLIN ARTS CAMP

414-546-9622

Carrie Allbaugh, Assistant Camp & School Age Director
southwestcamp@gwcymca.org

NEW BERLIN WRAP CAMP

414-546-9622

Carrie Allbaugh, Assistant Camp & School Age Director
southwestcamp@gwcymca.org

SOUTHWEST YMCA

414-546-9622

Carrie Allbaugh, Assistant Camp & School Age Director
southwestcamp@gwcymca.org

TRI COUNTY YMCA

262-255-9622

Michael Heron-Becker, Camp Director
tricountycamp@gwcymca.org

WAUKESHA YMCA

262-542-2557

Lexi Groberski, Camp & School Age Director
waukeshacamp@gwcymca.org

WEST SUBURBAN YMCA

414-302-9622

Heather Porcelli, Camp & School Age Operations Director
westsuburbancamp@gwcymca.org

Y ACADEMY CAMP

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 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.

ANTI-BULLYING POLICY

At Summer Day Camp, bullying is inexcusable. 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

Please discuss the following expected behaviors with your child. A sample of our character contract is located on page 13 of this handbook.

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. Children will care for the property of the YMCA, of other campers, and of the YMCA staff.

PLAY Campers are required to participate 100% of the time. Negative attitudes can ruin the camp experience for your child and those around them.

RESPECT When asked to do or not do something, children must 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. We want campers to be safe at all times.

CONTRACT VIOLATION If an incident occurs where a camper conducts themselves in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the mission of the YMCA and camp, disciplinary action may be taken.

MEMBER BENEFITS

A membership is a great value. It gives you full access to all six YMCA of Greater Waukesha County locations, hundreds of programs, and reduced rates on swim lessons, youth sports, preschool classes, and Summer Day Camp. To receive the 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 guide.

REGISTRATION

Summer Day Camp is an 11-week program that runs June 14 through August 27, 2021. Summer School Wrap Camp is offered at East Troy Community School District, Mukwonago Area School District, School District of Elmbrook, and School District of New Berlin. Summer School Wrap Camp weeks and times offered vary. See camp guide for more information.

HOW TO REGISTER

Register online or in person at one of our five full-service YMCA locations. Registration is not finalized until confirmation is received from the Registrar.

ONLINE

1. Go to gwcymca.org/Camp
2. If you have an online account with us, select the "Login to Register" button. If you do not have a login, click the "How to Create or Manage Your Account" button for additional instructions.
3. 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.
4. Please note: You must complete the full registration at one time, and the online process allows you 45 minutes to complete registration. You must register for each week individually. **Be prepared to have your child's immunization records ready prior to starting registration.**
5. If you have additional children you wish to register for camp, select the next child and repeat the process.
6. A \$25 deposit is due for each week of camp at the time of registration.
7. The Camp Registrar will contact you once your registration has been finalized.

IN PERSON

Online registration is preferred. If you are unable to register online, please contact us directly.

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 five full-service 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 (per child) at the time of registration. Deposits are nonrefundable, but may be transferred to another week of camp based on availability.

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 & CREDITS

If a cancellation request is initiated **by noon** on the Monday prior to the start of each 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 Camp Registrar **by noon** on the Monday prior to the start of the camp week 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 withdrawal happens after the deadline.

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

WK 1: June 14-18	Due June 7	WK 7: July 26-30	Due July 19
WK 2: June 21-25	Due June 14	WK 8: Aug 2-6	Due July 26
WK 3: June 28 - July 2	Due June 21	WK 9: Aug 9-13	Due Aug 2
WK 4: July 5-9	Due June 28	WK 10: Aug 16-20	Due Aug 9
WK 5: July 12-16	Due July 5	WK 11: Aug 23-27	Due Aug 16
WK 6: July 19-23	Due July 12		

PAYMENT OF FEES

LATE FEES

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

WHAT TO BRING

Since we will be walking, crafting, participating in water activities, and playing indoors and outdoors, please send the following items each day.

THESE ARE MANDATORY:

- Tennis shoes or closed-toe shoes and socks (sandals must have a back strap)
- 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)
- All children **MUST** be potty-trained; an extra set of dry clothes is required in case of isolated accidents or dirty activities
- **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 them. 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 Y-issued 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. All items of monetary or sentimental value should stay home. 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
- Any 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.

CAMPER SAFETY

YGWC takes the health and safety of each camper seriously. We will monitor CDC and other local and state agencies' recommendations to make sure we are implementing protocols to keep campers healthy to the best of our ability. We will keep families apprised of our current protocols as we get closer to the start of Summer Day Camp.

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 okay, 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 hydrating and refueling with a healthy dinner.

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

CAMP HOURS

OFFICIAL CAMP DAY 9:00 AM – 4:00 PM

DROP OFF TIMES 7:00-9:00 AM

PICK UP TIMES 4:00-6:00 PM

LATE DROP OFF & EARLY PICK UP For late drop off (after 9:00 AM) or early pick up (before 4:00 PM), please inform your Summer Day Camp office the day prior.

CAMP DOUBLE EAGLE Due to busing, hours are 8:35 AM departure and 4:15–4:30 PM arrival at the Mukwonago or Waukesha Ys.

SUMMER SCHOOL WRAP CAMPS Summer School Wrap Camp offers half-day care beginning at the end of the summer school day until 6:00 PM.

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.

CAMP DOUBLE EAGLE 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 Y or Waukesha Y).
- 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 3:30 PM.

ELMBROOK STEAM CAMP Will be located at 305 N Calhoun Road at Swanson Elementary. Drop off and pick up locations are TBD.

MUKWONAGO Y Will be located in the fenced in area on the east side of the building. For inclement weather, drop off and pick up will be located through the 4K (east side) entrance. Families will be provided with the monthly access code.

NEW BERLIN ARTS CAMP Will be located at 17401 W Cleveland Avenue at Poplar Creek Elementary. Drop off and pick up will be in the cafeteria. Please use the entrance located behind the school.

SOUTHWEST Y Will be located behind the Y in the Summer Day Camp rear entrance.

TRI COUNTY Y 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 Y 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 Y Will be located on the northeast end of the Y parking lot.

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.

SUMMER SCHOOL WRAP CAMPS Locations for all Wrap Camps will be posted online on the designated school page at 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. The Y does not take responsibility for children until they are signed over to our care.

ALL campers **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 Y staff. Do not be offended if Y staff ask 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 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 your email address changes or you are not receiving emails, 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 9:30 AM to determine your child's whereabouts. If your child will be absent, please contact us via the information to the right.

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, join your camp's private Facebook group.

ABSENCES

If your child will be absent for any reason, please follow the designated procedure below. If leaving a message, please provide your child's name and camp location

CAMP DOUBLE EAGLE

Call (262) 363-7950 prior to 8:00 AM.

EAST TROY WRAP CAMP

Call (262) 363-7950 prior to 8:00 AM.

ELMBROOK STEAM CAMP

Email elmbrooksteamcamp@gwcymca.org or call (262) 385-2071 prior to 8:00 AM.

ELMBROOK WRAP CAMP

Email elmbrookwrapcamp@gwcymca.org or call (262) 617-5117 prior to 8:00 AM.

MUKWONAGO Y

Call (262) 363-7950 prior to 8:00 AM.

MUKWONAGO WRAP CAMP

Call (262) 363-7950 prior to 8:00 AM.

NEW BERLIN ARTS CAMP

Call (414) 329-3843 prior to 8:00 AM.

NEW BERLIN WRAP CAMP

Call (414) 329-3843 prior to 8:00 AM.

SOUTHWEST Y

Call (414) 329-3843 prior to 8:00 AM.

TRI COUNTY Y

Email tricountycamp@gwcymca.org or call (262) 255-9622 prior to 8:00 AM.

WAUKESHA Y

Call (262) 542-2557 prior to 8:00 AM.

WEST SUBURBAN Y

Email westsuburbancamp@gwcymca.org or call (414) 454-4627 prior to 8:00 AM.

Y ACADEMY

Call (262) 522-4977 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 Y's 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

Campers will experience group games throughout the week, allowing campers of all ages to work together. These games focus on movement, interaction, and of course fun!

SMALL GROUP

Campers are placed in age-specific groups each week. We cannot guarantee friends and family members be placed in the same group. For the majority of the day campers and counselors rotate around camp to a variety of different activities. Each camp offers different activities.

CLOSING CEREMONIES

We will conclude our day with camper awards, songs, and more!

FIELD TRIPS

At some camps, field trips or special events are planned every week. 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 offsite 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. **PLEASE DO NOT SEND MONEY ON FIELD TRIPS.**

While on a field trip the child will be taken to the closest emergency care facility. **Because field trips are scheduled in advance, severe weather may occasionally cause cancellation.**

SWIMMING

Campers may participate in recreational swim one to five times a week based on camp location. Summer School Wrap Camps will not swim. During scheduled swim times, campers who choose not to participate or did not bring a swimsuit 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. Swim may not be available at off-site camps.

SWIM LESSONS

DAY CAMP SWIM LESSONS

Our convenient, 30-minute Summer Day Camp swim lessons are a great way to boost your child's confidence in the water. Lessons will take place before or after camp (during drop off or pick up times) or in the afternoon during camp open swim. Age groups and times vary by 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. Swim Lesson availability is subject to change.

Weeks 2-10 (June 21 - August 20)

Monday - Thursday | Times Vary

Price per week: \$22/Member, \$44/Program Participant

SWIM LESSON LOCATION SPECIFICS

CAMP DOUBLE EAGLE* Ages 7-13	4:25-4:55 PM
MUKWONAGO Ages 4-6	3:45-4:15 PM
SOUTHWEST Ages 4-13	VARIES
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

*Double Eagle lessons will be held at the Mukwonago Y.

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 staff to monitor your child's lunch to check for proper cooling agents and healthy options. Campers 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
- Fluid, unflavored milk

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 and water is always available. You can also pack your own healthy snacks. We will do our best to accommodate special diets required by medical needs.

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.

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, any symptoms of communicable diseases, or excessive crying. Campers may not return to camp until they are fever free (without the use of medication) for at least 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.**

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 camper's discretion unless documented by a physician, such as an epi pen or inhaler.
- You must physically hand all medication in to the camp staff at the sign in/out table along with a Medication Authorization Form. Campers are not permitted to keep any medication on them.

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 shelter areas. 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 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/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 indoors 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: 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.

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

BIG BEND ELEMENTARY

W230 S8695 Big Bend Drive
Big Bend, WI 53103
262-363-7950

- mukwonagocamp@gwcymca.org
- mkregistrar@gwcymca.org

BURLEIGH ELEMENTARY

16185 Burleigh Place
Brookfield, WI 53005
414-302-9622

- elmbrookwrapcamp@gwcymca.org
- wsregistrar@gwcymca.org

CAMP DOUBLE EAGLE*

W365 S8661 Hwy 67
Eagle, WI 53119
262-363-7950

- doubleeagle@gwcymca.org
- mkregistrar@gwcymca.org

MUKWONAGO YMCA

245 E Wolf Run
Mukwonago, WI 53149
262-363-7950

- mukwonagocamp@gwcymca.org
- mkregistrar@gwcymca.org

POPLAR CREEK ELEMENTARY

17401 W Cleveland Avenue
New Berlin, WI 53146
414-546-9622

- southwestcamp@gwcymca.org
- swcampregistrar@gwcymca.org

PRAIRIE VIEW ELEMENTARY (MK)

W330 S6473 Hwy E
North Prairie, WI 53153
262-363-7950

- mukwonagocamp@gwcymca.org
- mkregistrar@gwcymca.org

PRAIRIE VIEW ELEMENTARY (ET)

2131 Townline Road
East Troy, WI 53120
262-363-7950

- mukwonagocamp@gwcymca.org
- mkregistrar@gwcymca.org

RONALD REAGAN ELEMENTARY

4225 S Calhoun Road
New Berlin, WI 53151
414-546-9622

- southwestcamp@gwcymca.org
- swcampregistrar@gwcymca.org

SOUTHWEST YMCA

11311 W Howard Avenue
Greenfield, WI 53228
414-546-9622

- southwestcamp@gwcymca.org
- swcampregistrar@gwcymca.org

SWANSON ELEMENTARY

305 N Calhoun Road
Brookfield, WI 53005
414-302-9622

- elmbrooksteamcamp@gwcymca.org
- wsregistrar@gwcymca.org

TRI COUNTY YMCA

N84 W17501 Menomonee Avenue
Menomonee Falls, WI 53051
262-255-9622

- tricontycamp@gwcymca.org
- tcregistrar@gwcymca.org

WAUKESHA YMCA

320 E Broadway
Waukesha, WI 53186
262-542-2557

- waukeshacamp@gwcymca.org
- wkregistrar@gwcymca.org

WEST SUBURBAN YMCA

2420 N 124th Street
Wauwatosa, WI 53226
414-302-9622

- westsuburbancamp@gwcymca.org
- wsregistrar@gwcymca.org

Y ACADEMY

100 E Broadway
Waukesha, WI 53186
262-522-4977

- yacademy@gwcymca.org
- wkregistrar@gwcymca.org

- General Questions & Information
- Registration & Payment Information

*Direct all Camp Double Eagle mail to the Mukwonago YMCA.

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.