

EVERY DAY IS AN ADVENTURE



SUMMER DAY CAMP Parent Handbook YMCA of Greater Waukesha County

Revised January 31, 2025

TABLE OF CONTENTS

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

THANK YOU

SUMMER DAY CAMP SPONSOR

Wisconsin Vision

SEE. MORE. LIFE.

EVERY DAY IS AN ADVENTURE

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 different sites throughout our service area. For a full list of locations visit gwcymca.org/summer-day-camps. Our programs at the Y offer something for every child. Parents/Guardians 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
doubleeagle@gwcymca.org

ELMBROOK STEAM CAMP

414-302-9622
elmbrooksteamcamp@gwcymca.org

ELMBROOK WRAP CAMP

414-302-9622
elmbrookwrapcamp@gwcymca.org

MUKWONAGO WRAP CAMP

262-363-7950
mukwonagocamp@gwcymca.org

MUKWONAGO YMCA

262-363-7950
mukwonagocamp@gwcymca.org

NEW BERLIN WRAP CAMP

414-546-9622
southwestcamp@gwcymca.org

SOUTHWEST YMCA

414-546-9622
southwestcamp@gwcymca.org

TRI COUNTY YMCA

262-255-9622
tricountycamp@gwcymca.org

WAUKESHA YMCA

262-542-2557
waukeshacamp@gwcymca.org

WEST SUBURBAN YMCA

414-302-9622
westsuburbancamp@gwcymca.org

YMCA CHILD CARE CENTER CAMP

262-522-4977
ycc@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 **honesty, caring, respect, and responsibility** 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/guardian 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 strongly encouraged to fully participate in all activities to get the most from their camp experience. A can-do attitude can be infectious, and make camp that much more fun for all.

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.

PROGRAM WITHDRAWAL The YMCA reserves the right to withdraw a child from the program if, at the Y's discretion, the enrollment of the child negatively affects the integrity of the program and/or the Y's legal obligations through and under the Department of Children and Family Services.

BEHAVIOR MODIFICATION / CHARACTER CONTRACTS

This program may be used to control behaviors that jeopardize the safety of children and staff, affect the integrity of the program, and/or impede the Y's legal obligations through and under the Department of Children and families.

First Violation: A Y staff member will address and document the issue directly with the child. The child may be removed from part of a whole activity in order to discuss the incident. Parents/Guardians will be contacted during the day or at pick up depending on the incident.

Second Violation: A Y staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within the hour. The child will not be allowed to attend Y programming the next day that they are registered.

Third Violation: A staff member will address and document the issue directly with the child. Parents/Guardians will be contacted immediately to pick up their child from programming. A conference will be scheduled with the program director and the parent(s)/guardian(s) to discuss a plan of action regarding the poor behavior. The child will be suspended from programming for 5 days of the program.

Fourth Violation: Child will be dismissed from the program for the remainder of the Summer Day Camp.

During the behavior modification program process our staff will work with families through:

- Observation and documentation of behavioral challenges.
- Parent/Guardian Staff conferences to identify possible solutions.
- Referrals to outside resources such as doctors or counselors.
- Withdrawal from the program.

The Y may start a child at any level of the Behavior Modification Plan, depending on the severity of the behavior.

MEMBER BENEFITS

A membership is a great value. It gives you full access to all of our 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 available on the website at gwcymca.org/membership.

WEEKLY PAYMENT

Choose the weeks of camp you would like to attend and pay only for only those weeks. 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 camp 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 application. 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. All final balance payments are scheduled to be drafted on the due date via the card provided online at registration or a Payment Authorization Form. Please contact the Billing and Registration Office if alternate payment arrangements are needed. Camp payments are non-refundable, and your child will not be permitted to attend if the balance remains unpaid. 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 the Billing & Registration Office **by noon** on the Monday prior to the start of the camp week or complete a camp change

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

PLEASE SEE OUR PAYMENT CALENDAR AND DUE DATES ON OUR WEBSITE UNDER "PAYMENT POLICIES & CALENDAR."

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.

PAYMENT OF FEES

LATE & RETURNED PAYMENT FEES

Late payments will result in a \$15 fee per child, per week. Should a payment not be honored by your bank or credit card for any reason, you will be responsible for that payment, plus a \$15 return fee.

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:

- All children **MUST** be toilet-trained and bathroom independent; an extra set of dry clothes is required in case of isolated accidents or dirty activities.
- 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
- 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, rest hour (quiet activities) will be offered to children ages 5-13.

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 sunblock and bug repellent before arriving at camp.** It is important for you to work with your child on how to reapply sunblock 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 sunblock 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 sunblock or bug repellent you must indicate that on the enrollment paperwork. If you

give the Y permission to apply Y-issued sunblock or bug repellent should your child lose theirs, you must indicate that on the enrollment paperwork. We will purchase generic SPF 30 or above sunblock and generic 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
- Smart watches
- 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 designated spots at each camp location.

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

FREE DROP OFF TIMES 7:00–9:00 AM

FREE 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/guardians. 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 Please contact the West Suburban YMCA for more information. Please refer to website for the most up to date information.

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.

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 northwest end of the Y parking lot.

YMCA CHILD CARE CENTER 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/summer-day-camps/.

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 contact 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/guardians 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/guardians 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 on the right.

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) 363-7945 prior to 8:00 AM.

ELMBROOK STEAM CAMP

Email elmbrooksteamcamp@gwcymca.org or Call (414) 454-4660 prior to 8:00 AM.

ELMBROOK WRAP CAMP

Email elmbrookwrapcamp@gwcymca.org or Call (414) 454-4629 prior to 8:00 AM.

MUKWONAGO Y

Call (262) 363-7920 prior to 8:00 AM.

MUKWONAGO WRAP CAMP

Call (262) 363-7945 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) 502-4826 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) 454-4633 prior to 8:00 AM.

YMCA CHILD CARE CENTER

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.

CHARACTER DEVELOPMENT

We weave the Y's four core values of honesty, caring, respect and responsibility 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 & 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*
- Monday - Thursday | Times Vary
- Price per week: \$33/Member, \$66/Program Participants

*No Swim Lessons will be offered during Week 1, the week of the Fourth of July, or Week 11.

**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.**

Department of Children and Families and USDA food guidelines 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 (if permitted due to allergies)
- 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/guardian 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/guardian 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/guardians cannot be reached, the emergency contact person listed on the registration form will be contacted. **Parent/Guardian 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 designated Y Staff.
- 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 intentional tracking child systems are implemented at each site.
- 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/guardians 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/guardians upon request.

CAMP VISITS & VOLUNTEERS

In order to keep our campers safe and engaged in camp programming, we have policies in place for parent/guardian 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/Guardians 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.

YMCA Character Contract

Child's Name _____ Age _____ Program _____

Witnessing Staff _____ Date _____ Time _____

Caretaker and Participant

Participants 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 this document. Please see the Program Director for any questions.

***Staff refers to Leadership Staff**

****Participant may be elevated to any step on the contract based on serious behavior concerns.****

- **First** - The participant 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, any triggers, ways the behavior can be changed, etc. Before the end of the day the participant and Staff will complete the back side of this contract together. A worksheet will be sent home and must be completed by the participant and a parent/guardian before the participant may return to the program the next day. Upon return Staff will follow up with the parent/guardian. The result of this infraction is a warning regarding the behavior.
- **Second** - The participant will be removed from an activity and have a conversation regarding the behavior that occurred. Staff and the participant will review the previous contract that was completed and re-examine it together. Staff and the participant may also discuss what happened before the behavior started in attempts to identify any triggers or patterns. A parent/guardian will be called, and the participant must be picked up within the hour. **The participant will be suspended for the next day of the program they are enrolled.** The new worksheet must be completed by the participant and a parent/guardian before the participant may return to the program. Upon return Staff will follow up with the parent/guardian. **No refunds or credits will be issued as stated in our policy.**
- **Third** - The participant will be removed from the program. A parent/guardian will be called and expected to pick up the participant within the hour. The participant will remain with the Program Director until the parent/guardian arrives. **The participant will be suspended for 5 days of the program.** The participant will be allowed back to the program as long as they are not a harm to another participant, staff, or themselves. Upon return Staff will have a follow up with the parent/guardian. **No refunds or credits will be issued as stated in our policy.**
- **Final** - The participant will be removed from the program. A parent/guardian will be called and expected to pick up the participant within the hour. The participant will remain with the Program Director until the parent/guardian arrives. **The participant will be suspended indefinitely.**

Participant Signature

Parent or Guardian Signature

Staff Signature

Program Director Signature

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.