

YMCA Camp Greylock 2010
A Summer School-Age Program
Parent Handbook

PHILOSOPHY

Camp Greylock's philosophy states that school-age children need a safe, challenging environment during the summer where they can develop in a positive manner. Staff members foster this development by offering age-appropriate activities, which include social, physical, creative and emotional opportunities for growth. Children are an integral part of the planning and implementation.

I. WELCOME

I would like to begin by welcoming you and your child to YMCA Camp Greylock's 39th year as a full day summer camp. We are excited to be at Kingsland State Park once again this summer and are pleased to have your child be a part of our program.

II. THE ORGANIZATION

The mission of the Greater Burlington YMCA is to build a strong community by involving youth, adults, and families in programs and activities that develop spirit, mind, and body.

III. GOALS

Our goals are:

1. To be the best summer camp program that we can be.
2. To help children to develop to their fullest potential physically, intellectually and socially.
3. To deliver the program in a safe, fun, supportive, caring and positive environment.
4. To support and strengthen families.
5. To build lifelong camp memories and friendships.

IV. A TYPICAL DAY

Camp Greylock offers children a wide range of activities that include: arts & crafts, athletics, water sports/games/safety, and drama. Time is also offered at the end of the day for small group activities that will mainly be chosen by the children.

9:00	Campers arrive – Opening Flag
9:15 - 10:05	First Activity
10:20 - 10:40	Snack
10:45 - 11:35	Second Activity
11:45 - 12:15	Lunch
12:25 - 1:15	Third Activity
1:20 - 2:10	Fourth Activity
2:15 - 2:30	Snack

2:40 - 3:40 Small Group Activities
 3:45 - 3:50 Closing Flag- End of the Day Wrap-Up & Fun
 3:55 Load Busses

V. FACILITIES

Waterfront

Camp Greylock is located at Kingsland Bay State Park, which has ample waterfront access. Children will be going to the waterfront at least once a day for swim games and activities. Canoes are available for camper enjoyment. Our waterfront staff has the appropriate certifications to adhere to YMCA water safety standards. Campers should have swimsuits and towels every day.

Drama/Nature

At Camp Greylock, children are given the opportunity to discover their creative sides through dramatic games, skits and plays. There is also the opportunity to learn about the environment that surrounds us, Kingsland Bay State Park offers over 260 acres to explore.

Athletics

Sports, group games, and a wide variety of physical activity will be enjoyed daily by campers. We will focus on non-competitive games as much as possible, but when competition is a part of the program will we teach sportsmanship and respect.

Arts & Crafts

Creative crafts will be offered using a variety of media and materials. Trash to treasure! A mix of traditional camp crafts and new creative ideas will be offered throughout each session.

VI. TRANSPORTATION

The YMCA contracts with a company to provide busing from the Greater Burlington area.

Weeks 1 & 2:

	Pick Up:	Drop Off:
A. Milton Park & Ride	7:10am	5:50pm
B. Mallet's Bay School	7:25am	5:35pm
C. Essex Holy Family Church	7:40am	5:20pm
D. Tafts Corner	7:55am	5:05pm
E. Cairn's Arena*	8:05am	4:55pm
F. Edmunds*	8:15am	4:45pm
G. Shelburne Elementary	8:25am	4:35pm
H. Shaw's Plaza Vergennes	8:40am	4:20pm

Weeks 3-8:

Red Bus:

	Pick Up:	Drop Off:
A. Milton Park & Ride	7:35am	5:35pm
B. Mallet's Bay School	7:50am	5:20pm
C. Edmunds*	8:05am	4:55pm

D. Champlain School	8:15am	4:45pm
E. Shaw's Plaza Vergennes	8:40am	4:20pm

Blue Bus:

F. Essex Holy Family Church	7:55am	5:40pm
G. Tafts Corner	8:10am	5:20pm
H. Cairn's Arena*	8:20am	5:10pm
I. Shelburne Elementary	8:35am	4:55pm
J. Charlotte Creamy Stand	8:45am	4:45pm

*Staff Supervised Sites

Pick up and drop off sites are consistent each day. We discourage children from switching stops throughout the session. **Please speak to the director if you need permission for a special circumstance.**

The bus stops at Cairn's Ice Arena and Edmunds Middle School are the only stops that are supervised by YMCA staff. **All other stops are unsupervised.** YMCA staff will be at Cairn's and Edmunds from 7:45am until departure and at the end of the day, from drop-off until 5:30pm. Children will be supervised until those times only. A late fee will be assessed if parents arrive after 5:30pm. Parents are encouraged to be at all unsupervised stops to put their child on the bus and to pick him/her up at the end of the day. Children will be dropped off at their stop regardless of whether an adult is present. Due to our tight schedule, we are not able to wait at stops. We are not responsible for transporting children to camp if they miss the bus.

At supervised bus stops, any camper not picked up at a supervised site by 5:30pm will automatically be charged \$5/family for the first 5 minutes and \$2 for every 5 minutes thereafter. If for any reason, a parent is not able to pick up his/her child by 5:30pm the parent should call the person designated for emergency pick-up on the application form. If a child is not picked up by 5:45pm the director will call the designated emergency person.

POLICIES

I. TUITION

Full tuition is due for sessions 1-4 on June 18th and for sessions 5-8 on July 16th. Failure to make complete payment may result in cancellation of enrollment. **A \$5 processing fee will be charged for each enrollment change. No refunds, credits, or enrollment changes will be made after the tuition due dates.** Your account must be in good standing in order to enroll your child in our summer programs.

II. FINANCIAL ASSISTANCE

The YMCA Board and staff are committed to meeting the varied needs of a diverse population. In keeping with this mission, we welcome those who cannot afford our services to apply for financial assistance. Information is available weekdays at the YMCA front office.

III. ACCEPTANCE ENROLLMENT POLICY

Camp Greylock's program is offered to children ages 6-12. Enrollment is subject to constraints of space and staffing. The normal staff to child ratio is 1:13. Modifications of the program to accommodate the children with special needs, including assignment of additional staff, may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, and do not result in a undue burden on the YMCA. **Requests for modification or auxiliary aids should be made as far in advance of commencement of the program as possible.** The YMCA strives to make the program one that provides for the safety, well-being, development, and success of each child enrolled. For this reason, the YMCA has set forth the following policies which must be adhered to and supported.

Notice of Non-Discrimination: In accordance with the laws and regulations cited below, the Greater Burlington YMCA does not discriminate on the basis of race, color, national origin, handicap, age, or sex in admission or access to, or treatment or employment in, its programs or activities.

Title VI of Civil Rights Act of 1964 (42 USC 2000d et seq.); 45 CFR Part 80.

Section 504 of the Rehabilitation Act of 1973, as amended, (29 USC 794); 45 CFR Part 84.

Age Discrimination Act of 1975, as amended (42 USC 6101 et seq.) 45 CFR Part 91.

Title IX of the Education Amendments of 1972 (20 USC 1681) 45 CFR Part 86.

The individual cited below has been designated to coordinate our efforts to comply with the U.S. Department of Health and Human Services regulations implementing these Federal laws. You may contact this person for further information about these regulations and our grievance procedure for the resolution of discrimination complaints.

Mary Burns, President
Greater Burlington YMCA
266 College St.
Burlington, VT 05401

IV. DISCIPLINE PHILOSOPHY AND PROCEDURES

Two basic premises of discipline are 1) behaviors are bad, not children, and 2) discipline should be a learning experience, not a humiliating one.

Many discipline problems can be avoided if preventative discipline is incorporated into the program. Preventative discipline involves rules; informing children of the consequences of their choices, follow through, consistency, humor, and redirection.

Camp Greylock staff strives for respect of staff, campers and property at all times. Safety is our number one concern and most rules are developed with this in mind. Whenever possible,

children will discuss and help develop rules. Rules will be few in number and written in a positive manner.

YMCA staff will implement our progressive discipline policy when behavior expectations are not met. Listed below are the steps that will be utilized:

1. Verbal warning is given with an explanation of why the behavior is inappropriate.*
2. Withdrawal from activity: Child will be removed from the activity and required to take some time to refocus.*
3. Verbal communication between parent and program director.*
4. If the behavior continues the child may be required to take a day off from camp.
5. If prolonged disruptive, unsafe and unacceptable behavior continues, removal from Camp Greylock may result.

***Steps 1-3 may be omitted if the director deems that the behavior was serious (i.e. endangering self or others) and that child was aware of the consequences of the behavior being addressed.**

V. CAMPER GUIDELINES

These guidelines are in place so that the campers can have the most fun possible, without fear of injury or danger. Parents should share these rules and guidelines with their campers before the first day so the campers know what they can expect at camp.

- Campers will stay within the boundaries of the park and be with their counselors at all times. If a camper leaves the park area, parents will be informed immediately.
- Campers will stay at their program areas until dismissed.
- When on the waterfront, campers will follow each rule that will be posted and reviewed concerning the waterfront areas.
- Campers will respect others, both physically and emotionally.
- Campers will respect wildlife and fauna.
- Campers will respect Camp and campers' property. Theft and vandalism will not be tolerated and parents will be notified immediately.
- Campers will wear shoes at all times, except when in the water or in a boat. Sneakers are recommended due to the fact that campers will be walking in wooded areas as well as playing in games that require proper support and protection for feet.
- At no time will campers or staff enter the waterfront areas without the supervision of the Waterfront Director or Assistant Director. This rule will be strictly enforced.
- All injuries will be reported to the Camp Director immediately, regardless of how small.
- Campers will listen to their instructors at all times.
- Campers are responsible for policing their lunch areas for trash, as well as picking up after themselves during activities. It is the policy of Camp Greylock that we will leave the camp cleaner than we found it.

Camp Greylock's rules are to be followed at all times. Campers are encouraged to ask questions if they do not understand a rule or consequence.

VI. WHAT TO BRING

- **LUNCH.** Participants are expected to bring their own lunch and drink daily. The lunch should be packed in either a lunch box or paper bag with your child's name clearly written on it. We do have refrigerator space for all lunches, except if they are already stored in small coolers. With all the energy campers burn in the great outdoors each day, **CAMPERS ARE VERY HUNGRY AND THIRSTY...PLEASE BE SURE TO PACK PLENTY OF FOOD AND DRINK FOR THE DAY. We do not have the capacity to warm food up, please refrain from sending children with microwavable lunches.**
- **WATER BOTTLE.** Please be sure to send your child with a full water bottle each day. There is water for refilling at camp. Insulated water bottles are best to keep water cold. Please be sure to label the water bottle clearly. **THIS IS EXTREMELY IMPORTANT! CAMPERS NEED TO STAY HYDRATED AND WHILE WE CAN SUPPLY WATER IT IS DIFFICULT FOR US TO SUPPLY WATER BOTTLES.**
- **SNACK** Two snack times are scheduled during the day. Each snack should be sent daily with your child. Again, please be sure to send an adequate amount to fuel your child.
- **BATHING SUIT & TOWEL.** Children should bring a bathing suit and towel to camp daily with a plastic bag to place the wet items in after swim. Each child will be swimming most days (weather and lake conditions permitting).
- **SUN SCREEN & BUG REPELLENT** must be brought each day. **PUMP BUG SPRAY IS BETTER THAN ARESOL AND WE RECOMMEND A SUNSCREEN MINIMUM OF SPF30.**
- **SWEATSHIRT OR LONG SLEEVE SHIRT.** When we arrive at camp the temperature is very different from when we leave. We recommend campers bring the appropriate clothing for cooler mornings or rainy days.

VII. WHAT NOT TO BRING

Certain articles are not appropriate for day camp. Please do not let your child bring pocketknives, fishing poles, or other potentially dangerous equipment to camp. Camp Greylock will not accept responsibility for lost or damaged items children may bring from home; **this includes Nintendo DS/Gameboy's, cell phones, Ipods, MP3 Players, and other electronic devices, and are only permitted during time on the bus.**

VIII. Lost and Found

Responsibility for one's own belongings is stressed at camp. With over 100 campers daily, it is impossible for staff to keep track of every individual camper's belongings the entire day. We will have a lost and found at camp that will be maintained each session. Campers are encouraged to check the lost and found daily if they are missing any items. The lost and found will be available at our family night events for parents to peruse as well. Some helpful things you can do to assist your child are:

1. **Clearly label all belongings with name of child**

2. **Remind child daily of their responsibility to keep track of their own belongings**
3. **If your child comes home missing an article, remind him or her to check the lost and found at camp the next day.**

Though we will give reminders to campers, we will not be held responsible for missing items.

IX. GUESTS AND VISITORS

As a licensed day camp, only those enrolled may attend and campers are not permitted to bring guests. Parents are given opportunities during the season to share in a camp family night. As with all YMCA camp and childcare programs, parents are welcome to visit any time. Please be sure to check in with the Camp Director upon your arrival.

X. EMERGENCY PROCEDURES

If a child is injured, the Camp Director or acting director and Assistant Director will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

1. Attempts to contact a parent or guardian.
2. Attempts to contact a parent through any of the persons listed on the emergency information form. **Please note that the state mandates we have two emergency contacts for each camper other than the two parents/guardians. Phone numbers to reach the emergency contacts are needed as well.**

If we cannot contact the parent/guardian or the situation warrants, we will do one of the following:

1. Call the ambulance or paramedic.
2. Have the child taken to an emergency room in the company of a staff person.

XI. MEDICATION POLICY (PRESCRIPTION AND OVER THE COUNTER MEDICINES)

Medicine that needs to be administered should:

1. Be brought directly to staff.
2. Be in the original container and contain written instructions as to quantity, time for administration, name and phone number of the doctor, and any other directions. Additionally, written clearance must be given to the YMCA to administer the medication. Medicine release forms are part of this parent handbook.
3. Children who are prescribed meds may not attend camp if those meds are not at camp for the child.
4. Non-prescription medication for headache, pain, etc., must be in its original container and sent from home.

THE STATE OF VERMONT CHILD CARE DIVISION MANDATES THAT EACH CHILD HAVE AN UPDATED IMMUNIZATION FORM AT CAMP. PLEASE BE SURE YOU HAVE SENT ONE IN PRIOR TO YOUR CHILD'S ARRIVAL. YOUR COOPERATION IS GREATLY APPRECIATED. THE

**FAX NUMBER TO FAX IN YOUR IMMUNIZATION FORM TO THE
“Y”IS 862-9984. PLEASE BE SURE TO PUT ATTN: CAMP GREYLOCK
AT THE TOP.**

XII. ILLNESS

Children may not be in the program if they have a contagious illness, a high fever, vomiting or diarrhea, or a bad cold. Parents will be called to come and get their child if s/he exhibits any of these symptoms.

XIII. SUSPECTED CHILD ABUSE AND NEGLECT

We are mandated by the State of Vermont to report any suspicion of child abuse or neglect. Staff is directed to report all suspicion immediately to the Executive Vice President prior to calling the Department of Social and Rehabilitative Services (SRS) to file the report. Parents will be notified of any such calls made by the YMCA staff unless we have reason to believe that the parent is responsible for the abuse or neglect.

If you should have any concerns regarding the treatment of your child by a staff member, you should notify the Executive Vice President immediately. If the suspected behavior warrants that a report should be made to SRS, the employee may be dismissed until s/he is cleared of any suspicions or until guilt has been proven, in which case the employee will not return to work.

XIV. PARENT/STAFF COMMUNICATIONS

Good communication between parents and their child’s counselors is essential to provide the best possible camp experience for each child. Communication may be formal or informal. We welcome feedback of any kind, anytime. If you have any questions, comments, or concerns please do not hesitate to contact the Camp Director at the YMCA at 862-9622 ext 130, or by email: mbullock@gbymca.org

XV. VIDEOTAPING/PHOTOGRAPHING OF CAMPERS

There may be times throughout the summer when the YMCA, local media organizations (radio, television, newspapers) or authorized individuals may want to videotape or photograph groups or individual children in our various programs for public relation purposes. If you do not want your child to appear in any videotapes or photographs that may be used for public relations or educational purposes, please let us know via a separate letter to the Camp Director.

We look forward to an exciting camping season at beautiful Kingsland Bay State Park this summer. If I can be of further assistance, please don’t hesitate to call.

See you at Camp!

Michelle Bullock, Camp Director

**CAMP GREYLOCK
CAMPER INFORMATION FORM 2010**

Please remember that all information contained in this form is confidential. Only staff that relate to your child will have access to the information contained herein. All information is given voluntarily.

Please return this form with your final balance.

Camper's Name: _____ Age: _____ Sex: _____

Nickname (if any): _____ Past Camp Greylock Camper (yrs): _____

Camper's Birthday: _____

Family Information

Mother's Name: _____ Father's Name: _____

Is (are) the camper's parent(s)? Married () Single () Separated () Divorced ()

If divorced, are there stepparents? Yes () No ()

If so, please list name(s): _____

Are there special visitation arrangements or other information that you feel is necessary for the Greylock staff to be aware of? _____

Camper Information

Please take a few minutes to check those, which you think, describe your child. It will help us plan for activities; give us a chance to see what interests your child has, and some things that your child wouldn't be interested in.

Outgoing		Athletic		Serious
Shy		Artistic		Silly
Talkative		Likes to try new things		Sensitive
Quiet		Adventurous		Joker
Active		Outdoorsy		Thoughtful
Mellow		Waterfront/Swimmer		Carefree
Sometimes Moody		Likely to talk to a counselor		Intense
Good Listener		Not likely to talk to a counselor		Entertainer
Restless		Independent		Leader
Team Player		What level swimmer is your child?		

Please add anything that you think is important for the counselors to know about your child.

What do you hope your child gains from his/her experience at camp?

Thank you for taking the time to complete this form.

Important Health Notes

Here are some reminders that we thought might be helpful and also information on some new procedures that we will be initiating this year.

If you have not already done so, **an up to date copy of your child's immunizations must be sent in immediately**. All campers must be in compliance with the State of Vermont requirements for immunizations or have an exemption on file, in order to attend camp. Unfortunately, we do not get copies of immunization if your child is in another YMCA program.

If you did not complete all items on the registration form, you will be getting a call from us. We must have two (2) emergency contacts & daytime phone numbers, other than the parents. If your child should have any health concerns or conditions that you feel would be helpful for me to know, please inform me by calling camp at 877-2457 (camp hours only). The more we know about your child, the better we can insure their success and that they have a positive experience at camp.

If your home, cell or work numbers should change from the time you completed the registration and your child starts camp, please notify us immediately. We know you would want to be notified immediately in the event that your child should become ill or injured.

A reminder that if your child should need daily prescription medication or you would like them to have occasional over the counter medication for pain etc., there are certain steps that need to be followed. All medication must come in the original container and a Medication Release Form must be completed by you and sent to us at least two (2) weeks prior to your child attending camp. This form is included in your Parent Handbook. If your child is vomiting, has a fever of over 100 degrees, has diarrhea, is coughing constantly, has a red throat, or has red eye/eyes with drainage, PLEASE keep them home till they are better for a complete 24 hours. The State of Vermont Licensing Department has regulations that we have to follow. If your child comes to camp with these symptoms, we will call you to pick them up. You are responsible for picking them up or arranging for someone else to do so. We can't allow a sick child to remain at camp or to ride a bus home.

There are two (2) new procedures this year we need to inform you about. I'm sure you are all aware of the increase in asthma/RAD and severe allergies (bees, peanuts & peanut butter, to name a few) in our children in recent years.

If your child has either of the above conditions, here is what should happen prior to them attending camp

- If your child has Asthma/RAD, and uses a rescue inhaler, there is an Asthma Action Plan form included in the Parent Handbook. Please have your child's physician complete the form and return it to me ASAP, but at least two (2) weeks prior to your child attending camp.
- If your child has a severe reaction to bees, food, or allergens that requires an EpiPen, Benadryl, or both, please contact me immediately and together we will discuss a specific treatment plan for your child. We will then create an Allergy Emergency Health Care

Plan that will be used in the event your child should experience a severe allergy emergency while at camp.

This plan will need your signature and your child's physician signature.

This form should be completed and on file with me ASAP.

We truly appreciate your time, attention and cooperation with these reminders and issues. When all of this paperwork is done, all that is left is the having fun, making friends, and creating memories.

Thanks so much!

Michelle Bullock, Camp Director