

# Wayne County YMCA

## Wallenpaupack After School Camp

Thank you for registering your child for After School Camp.  
Here is some general information about our program:

**The goal of the YMCA After School Camp is to provide an opportunity for our campers to meet new friends and have positive experiences that will last a lifetime in a safe and fun environment while we strive to achieve the following objectives.**

- **Grow Personally:** Build self-esteem and self-reliance. To have strong healthy relationships and overcome obstacles in life so campers can reach their full potential.
- **Learn Values:** Promote moral and ethical behavior by displaying and teaching the core values of caring, honesty, respect and responsibility.
- **Developing Skills:** Teaching skills that will help campers grow in spirit, mind and body.
- **Have FUN:** Creating an enjoyable atmosphere for all involved.

This program also provides parents with the peace of mind that their child is safe during the after school hours before they get home from work.

- **Camp Locations and Dates:** The Camp will operate Monday through Friday at the Wallenpaupack North Primary School on a monthly basis. It starts 09/05/2017 and ends June 15<sup>th</sup> 2018.
- **Site:** The site is based out of the cafeteria in the North Primary School. While the camp will have some activities inside, the majority of our time will be spent in outdoor activities using the playgrounds and fields surrounding the school (weather permitting). On inclement days, we will use the gym and other school areas.
- **Arrival:** 3<sup>rd</sup> – 5<sup>th</sup> Graders are picked up by a YMCA staff member at the benches in front of the gym of the North Intermediate School following dismissal each day and escorted to the North Primary School.
- **Daily Camp Schedule:**
  - **2:30 – 3:00 Arrival** (Homework/Free Play and Snack) Campers are responsible for providing their own snack.
  - **3:00 – 3:30 Free Play, Homework, Quiet Time**
  - **4:00 – 4:45 First Activity Period**
  - **4:45 – 5:30 Second Activity Period if applicable, Free Play and Camper sign-outs**
  - **Activities periods:** arts & crafts, sports, nature, project adventure, drama, fitness and specials.
- **Use of school late busses for transportation home:**
  - **Participants in K-2<sup>nd</sup> grade:** are not allowed to take the late bus home (School Policy).
  - **Participants in 3<sup>rd</sup> – 5<sup>th</sup> Grade:** will be allowed to take the late bus home. Written notification must be given a day in advance to the YMCA Director and the school if you wish to use this service. Participants choosing to use this service will be escorted to the pick-up area by a YMCA staff member. It is the parent's responsibility to make any and all arrangements with the school district to send their child on the late bus.
- **Camper Groups:** K – 5<sup>th</sup> graders attending Wallenpaupack North Primary and Intermediate schools.

- **Staff:** Staff/camper ratio is 1 staff member for every 10-12 campers, depending on the needs of the group.
- **Program Coordinator/ Site Director:** Jordan Joyce is responsible for the overall Wallenpaupack After School program.
- **First Aid and Emergency Procedures**
  - For minor injuries, we have a First Aid Kit on hand and staff is trained in basic first aid & CPR.
  - We also have access to the First Aid Rooms at the schools if necessary.
  - For more serious injuries, Staff Members will contact 911 to insure the injury is treated properly.
  - The YMCA staff will notify parents, or emergency contacts listed, of a child's injury.
- We must have the names of everyone whom you authorize to pick up your child at any time.
- Please make sure we are notified of any changes.
- Your child will ONLY be released to those whom you have authorized to pick up your child.
- YOUR CHILD WILL NOT BE RELEASED to anyone who does not have your authorization to do so.
- Pick-ups will be in the North Primary School Cafeteria.
- **There is \$5 late pick up charge for any child not picked up by 5:30.**

- **Absent Policy**

**If your child does not attend the program on a day where they are scheduled to do so, you are still responsible for payment for that day.**

- **Sick Day Policy**

If your child misses three consecutive days of camp due to illness, you may contact the YMCA for a possible credit of days missed. Upon contacting the YMCA for credit, make sure you have obtained a doctor's note. No credit will be given without a doctor's note.

- **Early Dismissals and Cancellations**

If, for any reason, there is an early dismissal, afterschool activities are canceled, or school is closed; there will be no YMCA afterschool camp. Participants who have already paid will be credited one day each time one of these situations occurs.

- **What to Wear:**

Campers should dress comfortably! Dress clothes, or "good clothes" are not appropriate attire for Camp, as they may be damaged when the child is playing. If your child wears dress clothes to school, please send a change of clothes for camp. During the winter months, we will try to go outside, if the weather permits. Please send weather appropriate clothing during this time of year. Proper footwear is necessary. Sneakers work best. However, boots may be required in the winter months.

- **What to Bring:**

Unless you are informed otherwise, campers should have the following items, with their name on them, everyday: A change of clothes (Please make sure clothes are weather appropriate); during the winter months, please send a warm coat, snow pants, boots, hats & gloves, water bottle with ice, a backpack to hold belongings, and a snack.

○ **Tuition & Registration Information**

- Participants must fill out an attendance calendar each month. We must be notified of changes as soon as possible.
- **Daily Fees:** \$7.00 per day YMCA Members or \$9.50 per day Non YMCA Members
- Payment is due the week prior to attending.
- Financial Assistance is available through an application process and we accept Title 20 applicants.
- Parents must fill out a Registration Packet and Attendance Card and turn them in a week prior to the child starting the program.

**Wayne County YMCA After School Camp Rules**

1. **Basic conduct:** You are **Responsible** for your actions, **Respect** each other and your environment, Be **Honest** and **Care** about yourself and those around you.
2. **Language** – Speak respectfully to staff and fellow campers. Care about how what you say affects those around you. A. Proper language is to be used at all times (No swear words please). B. Proper topics of conversation (No explicit conversations sexual, violent, threatening, etc.). C. No verbal abuse towards campers or staff.
3. **Physical Contact** – Respect everyone’s physical space and be responsible for your physical actions. A. Outside of contact involved during camp activities do not touch anyone. (Even if you’re just joking around) B. If someone touches you don’t retaliate, find a staff member to help you.
4. **Site & Equipment** – Respect & care about the environment. A. No throwing of any object, outside of normal camp activities. B. Stay with your group at all times, do not go off by yourself. C. Pick up all your garbage. D. Do not go near any body of water without permission. E. Use all sports / playground equipment safely. F. Do not climb or jump on tables, chairs, etc. G. Treat any plant or animal life that you come in contact with during your camp with respect and caution.
5. **Personal Possessions** – Show respect for others’ possessions and be responsible for your actions. A. Do not touch or use another person’s belongings without permission. B. Do not bring cell phones, personal music or video devices, toys, trading cards, etc. to camp. If any of the above is brought to camp, it will be confiscated and returned at the end of the day with a note to parents.
6. **Personal Actions** – Pay attention to camp staff at all times. A. Do not talk back to camp staff or disrupt camp activities. B. Do nothing to endanger another’s well-being.

## Participant Behavior Management Procedures

**When a camper's behavior is inappropriate for camp the following steps will be followed:**

1. Staff will redirect camper to more appropriate behavior. (Verbal Warning)
2. The camper will be reminded of the behavior guidelines and the rules, and a discussion will take place. This could be followed by an appropriate discipline, such as a time out.
3. In all instances the staff involved will document the behavior problem and the situation surrounding it.
4. If the behavior persists, the child will be sent to the Director and a behavior notice will be sent home, along with documentation of all instances leading up to the notice being sent home.
5. If the behavior persists after the 1<sup>st</sup> notice, a second behavior notice will be sent home requesting that a conference be scheduled between the parents and director to discuss the appropriate action to taken.
6. If the behavior persists, and the child continues to disrupt the program following the conference, a third behavior notice will be made out and the parent or guardian will be contacted to discuss what actions will be taken. At this time, the YMCA reserves the right to suspend the child from the program. Expulsions from the program will be considered in certain situations.
7. If a child's behavior in any way threatens the safety of that child, another child/ren, or a staff member, the parent may be notified and expected to pick-up the child immediately.
8. The following behaviors are not acceptable and may result in immediate suspension from camp.

A. Endangering the health and safety of anyone associated with the program B. Stealing or Damaging YMCA, school, or personal property. C. Leaving the program without permission. D. Continuing to disrupt the program by refusing to follow guidelines and rules E. If a camper is suspended twice, expulsion from the program will be discussed. Immediate expulsion may occur if a camper is in the possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

**9. Existing Behavioral Problems:** If your child has any existing behavioral problems that require counseling, support staff or medications you must make it known to camp management.

### Suggestions and Comments

We have had very few problems with our past After School Camp. We feel our thorough planning and our excellent staff are largely responsible for this excellent "track record". However, we welcome your suggestions and comments on ways to improve our Camp. Thank you for sending your child to our Camp, and entrusting us with their care. You can be assured that we will always do our very best.