



# Wayne County YMCA Summer Day Camp Information Sheets

105 Park Street, Honesdale PA, 18431  
570-253-2083 • ymcawayne.com

The Wayne County YMCA Day Camp gives kids an adventurous, active and healthy summer—one that will surely be described as “the best summer ever” for years to come. YMCA camp programs offer youth fun and unique experiences with an opportunity to explore the outdoors, meet new friends, discover new interests and create memories that last a lifetime.

## Tuition & Registration Information

**Grades:** Children entering Kindergarten–8<sup>th</sup> grade in the 2017–2018 school year.

**Cost (Members):** 2-Day Plan \$65      3-Day Plan \$90      5-Day Plan \$120      (4-Day Plan \$96 Week 3 only)  
**Cost (Nonmembers):** 2-Day Plan \$85      3-Day Plan \$110      5-Day Plan \$150      (4-Day Plan \$120 Week 3 only)

**Deposit:** \$20.00 per week non-refundable down payment is due at registration. This deposit is subtracted from weekly fees.

**Sibling Discount:** First child pays full price and siblings attending the same week receive a \$10 discount.

**Tuition:** Must be paid in full a week in advance of attendance. Exceptions must be approved by the Executive Director.

**Changes:** Changes made after registration must be made at least a week in advance with any additional payment.

**Financial Assistance:** Available through an application process. Process takes 3-4 weeks to complete.

**Camp T-Shirts:** Campers must pay \$7.00/shirt if they are attending field trips. Additional shirts are \$7.00 each if available.

**Field Trips:** All Field Trips are scheduled for Wednesdays. There will be extra fees associated with trips to cover attraction entrance and transportation. Children attending camp on field trip days must go on the trip and wear their Y t-shirt. Campers must bring a disposable lunch as well as extra water and snacks.

### Camp Locations:

**Honesdale:** Lakeside Elementary School-129 Lakeside Drive, Honesdale, PA 18431. Park in the side lot and enter through the cafeteria entrance of the school for drop offs & pick-ups.

**Wallenpaupack:** Wallenpaupack Primary School-158 Atlantic Avenue, Hawley, PA. Park your vehicle to the far right in the front of the school & enter through those doors. Drop-offs and pick-ups will be in the hallway by the classrooms each day.

**Camp Director:** Jordan Joyce, Wayne County YMCA Program Coordinator. Responsible for the overall camp program.

**Site Directors:** Responsible for supervising staff, scheduling, and camper behavior at the Day Camp site.

Honesdale Site Director: Rich Palazzo

Wallenpaupack Site Director: Marianne O'Brien

Weeks	Theme	Field Trips are on Wednesdays	Special Notes
Week 1: June 19 <sup>th</sup> -23 <sup>rd</sup>	Super Hero Week		
Week 2: June 26 <sup>th</sup> -30 <sup>th</sup>	Splash Week	Carbondale YMCA	
Week 3: July 3 <sup>rd</sup> -7 <sup>th</sup>	Holiday Week		Closed July 4 <sup>th</sup> !
Week 4: July 10 <sup>th</sup> -14 <sup>th</sup>	Medieval Week		
Week 5: July 17 <sup>th</sup> -21 <sup>st</sup>	Sports Week	Rail Riders	
Week 6: July 24 <sup>th</sup> -28 <sup>th</sup>	Mystery Week		
Week 7: July 31 <sup>st</sup> -Aug 4 <sup>th</sup>	Nature Week	Lackawanna State Park	
*Week 8: Aug 7 <sup>th</sup> -11 <sup>th</sup>	Carnival Week	Wayne County Fair	*H'dale Camp moves to Y- Aug 9 <sup>th</sup>
*Week 9: Aug 14 <sup>th</sup> -18 <sup>th</sup>	Talent Week		*Honesdale Camp Located at Y
*Week 10: Aug 21 <sup>st</sup> -25 <sup>th</sup>	Build It Week		*Both Camps Located at Y

**Camp Schedule: 7:30 AM-5:30PM**

<b>7:30 – 9:00</b>	Drop Off/Supervised Play. Someone must sign campers in and out every day.
<b>9:00 – 9:30</b>	Morning Session: Pledge of Allegiance, Moment of Silence, Y Cheer, Attendance & Announcements.
<b>9:30 – 10:20</b>	Activity Period
<b>10:20-11:10</b>	Activity Period
<b>11:10 – 11:40</b>	Lunch
<b>11:40 – 12:15</b>	Recess Period/Free Time
<b>12:15 – 12:30</b>	Get ready for pool/beach
<b>12:30 – 3:00</b>	Travel to Swim Site and Swim.
<b>3:00-4:00</b>	Change from Swim, Transportation Back to School, Snack at School
<b>4:00 – 5:30</b>	Pick-ups/Supervised Play

**Activities:** Camp Activities have been designed to fit the theme of each week and include: Ice Breakers, Arts & Crafts, Sports, Games & Fitness for Kids, Hands on Science, Songs, Music & Drama, Character Development, Transitional Activities, Special Events and Swimming.

**Camper Groups:** The staff/camper ratio is one staff member for every 7 – 8 campers, depending on the needs of the group. Campers are grouped according to their grade level for the 2016-2017 school year. Depending on the registration & attendance each week, we often group grades together. For example: K-2<sup>nd</sup>, 3<sup>rd</sup>-4<sup>th</sup>, 5<sup>th</sup>-6<sup>th</sup>, 7<sup>th</sup>-8<sup>th</sup>.

**Lunch:** Wallenpaupack Camp: You must pack a bag lunch for your child each day.

Honesdale Camp: You may pack a bag lunch or choose to have free lunch provided by Wayne Highlands School District.

Please pack a healthy, low sugar and balanced meal, no soda please! Do not send food or drinks in glass containers. Lunches will not be refrigerated; freezing lunches and juice the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's name.

**Snack:** The campers will have a regular snack time each day. You are responsible for sending snacks.

**Swimming:** Honesdale Campers take a bus to the Honesdale Borough Pool for swimming.

Wallenpaupack campers will take a bus to the Palmyra Township Public Beach on Lake Wallenpaupack.

At the swim site, counselors are stationed in and around the water, along with trained lifeguards. We do not provide swimming lessons.

**Pick Ups:** 4:00-5:30 PM. Only the individuals you have listed on the pick-up authorization form are allowed to sign out your camper. Written notification is necessary prior to pick up for anyone not on registration forms. Photo ID is mandatory at pick up.

**Early Pick-Up:** If your child will be leaving early, please notify the site director, in writing, on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out.

**Walk Home Permissions:** No camper under the age of 13 will be allowed to leave by himself or herself or sign themselves out of camp, regardless of written permission. Counselors in Training (CIT) & Leaders in Training (LIT) ages 13 and over may sign themselves out of their programs with written permission from a parent/guardian.

**Absences:** To ensure the safest possible environment, please report any absences by calling the YMCA at 570-253-2083 if your child is not going to attend on any given day.

**Weather:** When it rains, campers head inside the school for fun indoor activities and age appropriate movies. During periods of extreme heat, the camp staff will scale down the physical camp activities. Campers will not be able to be outside for more than 15-20 minutes at a time. Indoor facilities will be utilized by programming more crafts and low-activity events or activities. The staff will take children inside to increase their water intake on these days. Camp Staff will take all precautions to prevent heat related injuries.

**Illness:** If your child becomes ill at camp, staff will contact you to pick up your child as soon as possible. Any child sent home cannot return to camp for at least 24 hours. Contagious diseases such as pinkeye, chickenpox, measles, or a case of head lice will require a child to stay home until the illness no longer contagious. A doctor's note is required to re-admit the child.

**Parent Communication:** If you need to contact the Camp Director/Site Directors, please call the Wayne County Y Front Desk 570-253-2083, and they will relay the message to Camp Staff. On Monday each week, you will receive important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference.

**What to Wear:** Campers should dress comfortably!

- Layers:** It is a good idea to dress your child in layers, as it may be cool in the morning and hot by afternoon; sweatshirts, with a T-shirt underneath, and pants are good for early morning.
- Play Clothes:** Dress clothes or “good clothes” are not appropriate attire for Camp.
- Sneakers:** Proper footwear is necessary. Flip-flops, Crocs, and open toed shoes are not allowed.

**What to Bring:** Write your camper’s name on everything!

- Packed Lunch with a drink & ice pack
- Sweatshirt or light jacket
- Change of clothes
- Water Bottle with ice
- Bathing suit, towel, and plastic bag for wet items after swimming
- Minimum SPF 15 Sunscreen (see policy)
- Snack

**What NOT to Bring:** Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from the camp experience. If a child brings any electronics to camp, it will be collected and placed at the front desk until pick up. Please contact the YMCA if there is an emergency in which you need to contact your child. The YMCA is not responsible for lost electronics. Campers should also leave toys, trading cards, sports balls, etc. at home.

### Teen Leadership Programs at Camp

The camp environment provides a unique opportunity for youth to build leadership skills. The goal of teen leadership camp programs is to teach the general skills of leadership that they will use at school, home, and in community. Both programs give kids age-appropriate challenges that build their skills, confidence and capacity for working with people of all ages.

#### Leader in Training (LIT)

**Grades:** For older campers entering 7<sup>th</sup> or 8<sup>th</sup> grade in the 2017-2018 school year.

During the program, participants will develop leadership skills like time management, leading organized activities, service learning, and listening. These valuable tools are beneficial in more than the camp community; they will be useful in life as well. The curriculum emphasizes the importance of social responsibility and service to others. Working in small groups, campers will participate in team initiatives, leadership workshops, service projects, and all camp activities.

**Registration & Tuition:** LITs pay the same tuition rates as regular campers and parents/guardians must complete entire registration forms, choosing a 5-day, 3-day, or 2-day plan.

#### Counselor in Training (CIT)

**Grades:** Teens entering 9<sup>th</sup>-10<sup>th</sup> grade in the 2017-2018 school year.

Our Counselor in Training (CIT) program is designed for teenagers that are ready to transition from camper to counselor. They need to learn specific skills for working with kids & co-workers, and experience planning & leading activities. CITs are given some responsibility while our staff supervises and mentors them. They develop leadership skills as they assist camp staff in daily operations, help counselors & camp staff execute programming, assist in camper supervision, mentor and act as a role model for younger campers, attend field trips, and participate in camp service projects.

**Cost:** Members \$25/Week      Non-Members \$40/Week

The fee includes training hours, staff supervision, field trip costs, and unique leadership development opportunities

**Applying:** Interested teens should fill out a CIT Application and return it to the Wayne County YMCA. Applications are available at our front desk or online at [ymcawayne.com](http://ymcawayne.com). They will have a face-to-face interview with the Camp Director before their official acceptance in the CIT program.

**(Pro Tips for potential CITs):** 1. Complete your application carefully in your neatest handwriting. 2. If possible, pick up & drop off the application yourself; do not have your parents do it if you can do it yourself! (That goes for phone calls too. Actually, that goes for just about anything, responsibility is a core value!) 3. Dress to impress for your interview.

## First Aid, Emergency, & Medical Policies

Key YMCA Staff are certified in First Aid and CPR. For minor injuries, we have a First Aid Kit on hand. We also have access to the First Aid Rooms at the schools & swim areas if necessary.

**In case of minor injuries** like bumps & bruises that only require icepacks or Band-Aids, trained staff will administer first aid. Counselors will notify you at pick up of any minor incidents.

**In the event of a serious accident**, staff will contact you immediately. If a parent/guardian cannot be reached, the emergency contact person will be notified. If the child is transported by ambulance to the nearest hospital, one staff member will accompany the child and will take the emergency & insurance information you provided at camp registration.

**Medication:** YMCA staff will only administer medication when directed in writing by a parent or guardian. If your child takes over-the-counter medication, prescription drugs, or has any special medical conditions (such as requiring earplugs) while at camp, please adhere to the following procedures:

- Note medication, or special need, on the Health and Permission Form.
- Medication must be in original container with original label and pharmacy instructions, easily read and understood. All medications must state camper's name, doctor's name and phone number, name of medication, dosage and frequency, current date, and time to be administered.
- For over-the-counter medication, provide medication in original bottle with label intact, written instructions for administering the medication, as well as parental authorization form.
- Give all medications to the staff upon arrival and sign medical log. Please address all notes regarding medication to the Day Camp Director. Do not send medical items in campers' backpacks.
- Only camp staff can dispense medications.

## Day Camp Sun Screen Policy

It is our policy that all staff & campers wear sunscreen daily with a minimum of SPF 15 on all exposed skin, including lips, even on cloudy days.

- You will be responsible for applying the first layer of sunscreen prior to arrival at camp and providing enough sunscreen for the entire day. Please, one bottle per camper. Spray-on sunscreen is appreciated because it is the easiest and quickest to apply.
- Day Camp Staff will be responsible for ensuring thorough follow-up applications after 1 hour in the water after 2 hours of activity in the sun, and any other time as necessary. Please note that this means that your child may have sunscreen applied for them by the day camp staff. Please explain this to your child before the camp season begins.
- For campers who are fair-skinned and tend to burn easily we recommend an extra tee-shirt brought to wear in the water for sun protection. Hats are also recommended.

## Child Abuse Prevention Policy & Staff Code of Conduct

**Staff Screening:** To keep children in our programs safe we take the following steps in our intensive screening of employees and volunteers. This includes criminal background record checks, fingerprinting, and a comprehensive search through Raptor Technologies National Sex Offender Database.

**Staff Training:** Y Camp staff complete an extensive child abuse prevention-training program. Key Staff members complete additional training to further promote a child-safe environment.

**Mandated Reporting:** All YMCA staff members are mandated to make a report to Child Protective Services if they have reasonable cause to suspect that a child is a victim of child abuse: Any evidence of potential child abuse or observation of inappropriate contact by a parent, staff member or other child will be reported immediately.

**Supervision standards:** Camp staff supervises all campers at all times-this includes bathrooms, locker rooms and changing areas. At no time should YMCA staff be in a situation where they are alone with a child or children and cannot be observed by others.

**Bathroom policy:** No camper is ever alone and no camper is ever alone with a staff member. All campers will take trips to the bathroom with the entire camp and / or groups of campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff. Protocols that address the variety of unusual circumstances possible during outdoor or off-site activities are also established.

**Babysitting and outside contact:** Staff is prohibited from working one-on-one with youth outside of the YMCA (i.e. babysitting) or develop/maintain relationships with any children or families they meet through Y programs. If the staff member has a pre-existing relationship, the Executive Director must be notified and the relationship may continue. YMCA staff may not have contact, beyond incidental, with children they meet in YMCA programs outside of the YMCA. Y staff must also refrain from participating in one-on-one relationships (e.g. Facebook friends, Twitter followers, etc.) with children and teens on social networking sites.

**Hugging and touching of children:** Appropriate physical contact is important in the emotional development of all children, and kids at different developmental levels will need differing degrees of physical contact. YMCA youth programs have adopted specific guidance regarding physical contact for staff members.

## Wayne County YMCA Program Rules

Please review the following information with your camper.

### YMCA Core Values guide all camp rules.

**Caring:** to demonstrate a sincere concern for others, for their needs and well-being.

**Honesty:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs.

**Respect:** to treat others as you would want them to treat you, to value the worth of every person, including yourself.

**Responsibility:** to do what is right, to be accountable for your choices of behavior and actions and your promises.

1. **Safety:** Stay with your group at all times; never go off by yourself. Always pay attention to your counselors & follow directions. Do not go near any body of water without permission. Use all sports/playground equipment safely.
2. **Language:** Speak respectfully to counselors and fellow campers. Use proper language and discuss only appropriate topics of conversation. (No swearing & explicit conversations- sexual, violent, threatening, etc.)
3. **Physical Contact:** Respect everyone's personal space. No hitting, kicking, biting, etc. Do not put your hands on others (even if you are just joking around.)
4. **Camp Surroundings:** Pick up all your garbage. Treat any plant or animal life with respect and caution.
5. **Personal Possessions:** Do not touch or use another person's belongings without permission.
6. **Swim Area:** Wait in line until you have permission to enter the swim area. Swim and play safely; there is no running, pushing people in, roughhousing or dunking in the swim area. Obey Lifeguards and all posted pool rules at all times. No one should leave the pool or lake area without permission.

### Participant Behavior Management Procedures

When camper behavior is inappropriate, camp staff will take the following actions.

**Verbal Warning:** Staff will redirect camper to more appropriate behavior.

**Time Out:** Staff will remind camper of the day camp rules, and a discussion will take place followed by a brief time out.

**Documentation:** In all instances, the staff involved will document the behavior and the situation surrounding it.

**Behavior Notice:** If the behavior persists, Head Counselor or Camp Director will send home a behavior notice along with documentation of the camper's actions.

**Conference:** If the behavior continues after the first notice, a second behavior notice will be sent home requesting a conference between the parents and camp staff to discuss appropriate action going forward. If the child continues to disrupt the day camp program following the conference, the parent or guardian will be contacted. At this time, the YMCA reserves the right to suspend the child from the program.

**Suspension:** If a child's behavior in any way threatens the safety of themselves or others, the parent may be notified & expected to pick up the child immediately. Endangering the health and safety of anyone associated with Camp, stealing or damaging YMCA or personal property, or leaving the day camp program without permission are not acceptable and may result in immediate suspension from camp.

**Expulsion:** Immediate expulsion will occur if a camper is in the possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, knives or explosives.

