



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Operation Summer Camp 2022

Parent Handbook

June 27-Aug. 26

WELCOME TO SUMMER CAMP ADVENTURE 2022! WE CANNOT WAIT FOR THE FUN TO BEGIN!

Included below are important reminders to ensure all of us have a safe and exciting summer experience at the Armed Services YMCA Operation Summer Camp. Please review the policies so everyone is aware of the expectations.

SUPERVISION

The safety and well-being of your camper is our number one goal. Please **TURN OFF YOUR VEHICLE** before you and your child enter the building.

Children **can NEVER be left unsupervised**. You must accompany them at all times when entering or exiting our facility.

CAMP CHECK-IN/OUT

Please sign your camper in and out daily by using our QR Code Kiosk located in the lobby. We use SMARTCARE for our daily check-in and checkout for a faster, more efficient transition. Please make sure you have the SMARTCARE APP downloaded prior to the first day of camp. An email was sent to you with instructions. To keep you informed, you will be notified when your child has left the center to attend a field trip and when they return.

If an authorized person will be picking your child(ren) up, please advise them that they will need a current photo ID to show the staff before a child can be released to them. Please remember, the people you listed on the emergency contact form are the **ONLY** people who can pick up your camper. **Calling** to add people is **prohibited**. The ASYMCA requires **written notification** be provided if additional persons will be authorized to pick your child(ren) up.

Due to safety and **staff: child ratios**, all campers must arrive at our facility **NO LATER than 8:30 AM** unless prior arrangements have been made with the director. On field trip days, all camper **MUST** arrive 20 minutes early (by 8:10 AM). No camper may be picked up from a field trip venue for obvious safety reasons. They must be picked up at the ASYMCA Regional Office.

PAYMENT POLICIES

All payments are DUE the FRIDAY PRIOR to the next week of camp. Payments will be automatically processed Friday through the RecTrac Payment System using the credit card that is on file. We understand that family illness and unexpected circumstances arise, however, all payments must be submitted on time, as there are no credits for absences. A \$20 late fee will be assessed if tuition is not paid by COB Friday prior to the following camp week. If payment is not paid before drop off on Monday, your child will not be permitted to attend camp until the tuition is paid in full. If payment is then not made by Monday, your child(ren) will not be able to attend camp until tuition is paid.

If your child does not attend a week that you have reserved and you did not submit a two-week written notification, you will be responsible for that week's payment in full.

CAMP ATTENDANCE

The Summer Camp weeks you selected on your enrollment will help us determine our field trip head counts, staffing, supplies, and food needs.

Please do not drop off campers during weeks you did not originally sign up to attend. If you need additional weeks, please see the director for assistance. We are happy to accommodate your request if spots are available.

MEALS and SNACKS

We will provide breakfast each morning which will be served between **8:00-8:30 a.m.** Clean-up begins promptly at 8:30 a.m. No breakfast will be served beyond the scheduled time allotted.

Lunch is provided by the parent/guardian. We recommend sandwiches, Lunchables, and **non-microwaveable** items (as we are often offsite and/or picnicking), as well as fruits, vegetables and other nutritious items. Please choose foods from each of the food groups when possible. On days when the center provides lunch, we will notify you in a timely manner.

Breakfast and Snack Menus are posted on the parent board in the lobby.

Just a few reminders/requests:

- Sodas are NOT permitted.

- Please use the marker to mark the date on your camper's lunchbox tag DAILY. Any water bottles brought into the center must also have your child's name and date clearly marked each day.
- On field trip days (refer to the calendar provided), please place your child's lunch in a ziplock or plastic bag **clearly marked with your child's name and date**. Lunches will be stored in coolers on the bus.

MEDICATION and SUNSCREEN

Campers are not permitted to have any type of medication, hand sanitizer, insect repellent, special lotion, etc. in their possession.

ALL medication **MUST** be turned in to the front desk staff member and a signed **Medicine Authorization Form** must be completed by the parent. Staff with Medicine Authorization Training (MAT) will administer your child's medication, as per the directive.

Campers requiring **EMERGENCY MEDICATIONS** due to allergies or other needs, must have a current **Emergency Action Plan** on file, the medicine that is needed (current and labeled with all the information on the action plan) and have a signed Medicine Authorization Form (physician and parent) on file.

The center will provide a standard sunscreen for campers. If your camper requires a unique product, you must check it in with the front desk staff and complete the proper paperwork. We will administer sunscreen based on the listed manufacturer guidelines. If you know that your child requires sunscreen more often, please be sure to include this information on the sunscreen form that you complete.

FIELD TRIPS

We will leave promptly at scheduled times for all field trips (weather permitting). Field Trip Notices are displayed on the front desk and posted at the entrance to the center. Please have campers here on time. In the event that you are late, you will be responsible for finding adequate care for your camper, as there will be no one available at the facility to provide care.

Additional information:

- Please arrive at least 20 minutes early on a field trip day to ensure your child is prepared to attend.
- We do not allow "drop off" or "pick-up" at field trip sites.
- We will notify you in advance if a particular field trip requires an additional waiver for attendance (ie: trampoline park). Failure to

complete any waivers will result in your camper not being able to attend the field trip.

OUTSIDE PLAY

Your camper(s) will spend 1 to 2 hours each day participating in outside gross motor activities and free play. All weather alerts are closely monitored to ensure the safety of our campers and shady areas are utilized as much as possible during hotter temperatures. Please send your camper with any required protective gear while playing outside. Again, sunscreen will be applied as needed to protective your camper(s) unless otherwise directed. Water is available at all times to campers.

POSITIVE BEHAVIOR GUIDANCE

All efforts will be made to guide/redirect campers to make good choices and behave appropriately. The Armed Services YMCA of Hampton Roads has clear and appropriate expectations for the children in our care. We set limits, assist children with understanding rules, and provide clear definitions and examples of acceptable and unacceptable behavior. In the event that your camper is not having a "good day" and there is concern for the wellbeing of your child or others, we may contact you for possible pick-up. If this is the case, your camper must be picked up within 45 minutes of notification.

Please be sure to review and discuss with your camper (prior to attendance) our discipline policy explained in the FIVE STAR KIDS ACADEMY Parent Handbook (Respectful, Responsible and Safe), posted in the center and online. Often times, parent reminders for behavior expectations go a long way to ensuring your camper(s) have a fun and positive day with their friends. ☺



Please encourage your camper to come ready to participate, be respectful of others and to have FUN!

DRESS CODE

Appropriate Shorts/Pants – these fit at the waist and are an appropriate length

Skirts & Dresses -shorts are required to be worn underneath since they will be playing on the playground, etc.

Shirt/T-Shirt with no inappropriate slogans, messages or language

Closed-Toe, Rubber-Bottomed Shoes - required at all times

PLEASE NOTE:

- ✓ Every camper needs a complete change of clothes to be left at the center.
- ✓ Please send in a sweater/jacket for any child wearing spaghetti strap attire. The AC will be on all summer and transitioning from outside can be a bit chilly.

SWIM DAYS

- **Closed-Toe Water Shoes** are encouraged - NO Crocs, flip flops or slides
- **Wear their swim suits on Friday under shorts and a camp t-shirt**
- Towel and complete change of clothes (*including undergarments, socks and sneakers*) **REQUIRED EVERY FRIDAY**
- Plastic bag for wet clothes and towels that will go home at pick-up

PERSONAL BELONGINGS

Each child will receive a camp bag that needs to stay at the center for the duration of Summer Camp. This bag will be used by students for field trips. No other bags are needed. **NO BACKPACKS please; cubbie and locker space is limited.** The center has enough equipment and activities to keep your camper engaged throughout the day, so please do not allow your child to bring in any toys, stuffed animals, games, electronics, cellphones, etc.

THANK YOU for allowing us the privilege of working with your children this summer. We know that it is going to be a busy summer, full of new friends (and some old ones), exciting trips, and lots of projects and activities that we hope they can't wait to share with you.

Please know that we are here to meet your needs as well as your child(ren)'s. Our door is always open and we are happy to meet with you anytime. We are going to have an AMAZING summer celebrating our young Adventurers.

Armed Services YMCA of Hampton Roads Staff