



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Operation Summer Camp 2023 Parent Handbook

WELCOME TO OPERATION CAMP 2023!
WE CANNOT WAIT TO [SPLASH INTO SUMMER!](#)
June 26-Aug. 18 for
Campers Ages 4*-12 years
***MUST be turning 5 in 2023**

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 expectations.

**NOTE: This is an excerpted version of our FIVE STAR KIDS ACADEMY Parent Handbook 2023 which is posted on our website for reference and includes full updates.*

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.

Do **NOT** park in the handicap parking if you do not have a tag and do NOT park anywhere in the parking lot that is not a defined parking space. We want to keep everyone safe!

Children **can NEVER be left unsupervised**. You must always accompany them when entering or exiting our academy.

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 the SmartCare APP is downloaded before the first day of camp. An email is sent to all parents when registration is completed. Please follow the instructions carefully. To keep you informed, you will be notified by email through SmartCare when your child has left the center to attend a field trip and when they return.

If an authorized person that is on your registration form 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 may 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 up your child(ren).

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. We serve a nutritious BREAKFAST 8:00-8:30 AM daily (we strictly adhere to scheduled times). On field trip days, all campers 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 on file by ASYMCA administrative staff. 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 the Friday before 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 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 as it prevented another camper from attending camp.

CAMP ATTENDANCE

The Summer Camp weeks you selected on your enrollment form 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 food from each of the food groups when possible. On days when the center provides lunch, we will notify you in a timely manner.

For example, we will be providing a Barbeque Luncheon to celebrate Independence Day, Wednesday, July 5 so no lunches will need to be brought from home.

Reminder: The ASYMCA is CLOSED Tuesday, July 4 in recognition of Independence Day.

Weekly 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 on the table in the foyer to mark the date on your camper's lunchbox tag DAILY.
- ALL campers are **required to have a water bottle** each day brought from home. Please clearly mark your child's name and the date on the water bottle. ***Please ensure your campers have their lunchbox and water bottles at pick up so they may be cleaned daily.** Do not forget to expect your campers to have their water bottle at pick up so that it can be washed daily.
- 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 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 your child needs sunscreen more often, please include this information on the sunscreen form you complete.

FIELD TRIPS

We will leave promptly at scheduled times for all field trips (weather permitting). Field Trip Notices are displayed at the front desk and posted at the entrance to the center. Please have campers here on time. If you are late, you will be responsible for finding adequate care for your camper, as there will be no one available at the academy 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 (i.e.: 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 protect your camper(s) unless otherwise directed. Water is always available to campers. A change of clothes should be brought from home (to include undergarments and socks) should a need to change arise. These will be kept in each camper's cubbie or locker.

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. If your camper is not having a “good day” and there is concern for the wellbeing of your child or others, we may contact you requesting you to pick up your child from the academy. 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 behavior expectations and discipline policy explained in the FIVE STAR KIDS ACADEMY Parent Handbook (Respectful, Responsible and Safe), posted in the center and online. Often, parent reminders for behavior expectations go a long way to ensuring your camper(s) has 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 a tank top or short sleeved shirt. The AC will be on all summer and transitioning from outside can be a bit chilly.



SWIM DAYS

- **Closed-Toe Water Shoes** are required for safety reasons. NO Crocs, flip flops or slides are permitted.
- **Campers must wear their swimsuits on Wednesdays under their shorts and camp t-shirt.**
- Campers should bring a towel and complete change of clothes (*including undergarments, socks, and sneakers*) each swim day.
- A plastic bag for wet clothes and towels is required by each student and expect to see these returned to you at dismissal so they can be washed.
- Buses pull out promptly by 8:45 AM on swim days.

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; cubby 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, cell phones, etc.

CONTACT INFORMATION

Please contact the academy any time you have a question, concern, a request or just want to share great news. CALL **757-363-1884** and ask to speak with Robyn Eley, School-Age Care Manager, or Laura Roberts, Youth Enrichment Program Director. Tessa Davis, the Early Learning Director, may also help. Our emails are:

Reley@asymca.org

Lroberts@asymca.org

Tdavis@asymca.org

CHAPERONES/VOLUNTEERS

There are opportunities for our families to volunteer or to chaperone field trips. Please ask if that is an interest to you. A sign will be posted near the SmartCare kiosk when we need volunteers. Please sign up. 😊 In addition, if you have a special talent, tradition, career, or time available when you could join our campers to share this or to read a book to the group, please see the director to set up a day and time that may work. We love our military families and look for ways to engage you at our academy.

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 cannot 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 many adventures.

Armed Services YMCA of Hampton Roads Staff