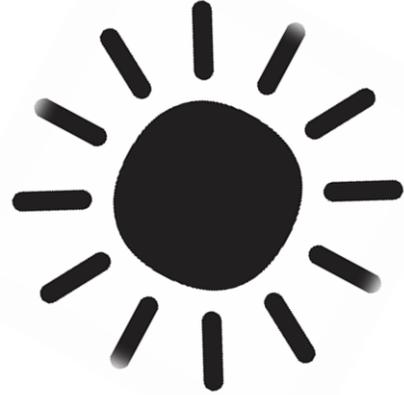




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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BEST. SUMMER. EVER.
Cumberland Cape Atlantic YMCA

2022 Summer Day Camp Parent Handbook





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Additional information included in your camp packet:

- Office of Licensing Information to Parents
- Camp Merrywood Transportation Information
- Camp Merrywood Activities Insert



WELCOME TO YMCA SUMMER CAMP!

Dear Program Participants and Parents,

Thank you for enrolling your child into the Cumberland Cape Atlantic YMCA's Summer Camp Program. The entire YMCA staff would like to welcome you to our program. Each of us hopes your child's experience with us is a positive one. We all share a common goal – to provide a safe, trusting atmosphere in which your children can grow, develop new interests and friendships, and have FUN.

Summer Camp is one of the few times kids have to be KIDS! This summer our goal is to teach your children new skills, like swimming, while also instilling in them our character traits, respect, responsibility, caring and honesty. We are also working hard to enrich your child's summer with educational opportunities to close the achievement gap created by summer learning loss. This summer at the end of the camp day expect your child to be messy and tired because we have a lot of fun things planned!

The policies outlined in this handbook are what you may expect from the program and what our team members expect from program participants and their parents. In order for your child to have a positive experience in our program, parents and staff must work together. We hope you find this handbook to be helpful.

Your involvement as a parent/caregiver in the program is extremely important for our continued success. It is important to keep in touch with the staff after your child(ren) begin participating and to stay informed about their time at the program. We will sometimes be contacting you through email and/or phone. Please make sure you keep the YMCA updated with all your current contact information.

We are excited that you have selected to spend your summer with us! Please do not hesitate to call if you have questions, comments, or suggestions.



Follow us on Facebook, Twitter, and Pinterest! Look for your camper throughout the summer!



The YMCA Mission Statement

We are a nonprofit charitable organization that is part of a worldwide association based on Christian principles, inclusive of all people, dedicated to fostering opportunities for all individuals, families and communities through programs that build healthy spirit, mind, and body for all.

Our History

For over 90 years, the YMCA of Vineland has been and always will be dedicated to building healthy, confident, connected and secure children, adults, families and communities. The YMCA of Vineland was established in 1927. In 1970, the facility was expanded to include Child Care Services. In 1980, we changed our name to Cumberland Cape Atlantic YMCA to include our surrounding areas. In the 2018-2019 school year, our child care program served over 1000 children monthly. Children from 3 to 15 years old are enrolled in our preschool and before and after school program. We also provide child watch services to our members while they workout. Our Youth Sports program has continued to be successful. Our summer Day Camp programs provide services to over 350 children ages 3 to 15 years old. Our CIT program will engage children 15-17 years old.

A FOCUS ON YOUTH DEVELOPMENT

Today, day camp is more vital than ever. To deliver on the Y's commitment to nurture the potential of every child and teen, day camp programs now more intentionally foster achievement, relationships, and belonging. Achievement, relationships, and belonging are essential dimensions of well-being that the Y can cultivate through day camp:

- ❖ Discovering skills (achievement). Campers experience achievement when they try different activities, learn what they like, and discover what they are good at.
- ❖ Building friendships (relationships). Campers have the opportunity to form healthy relationships with other children, caring adults, and role models, which helps them feel good about themselves and learn to get along with others.

- ❖ Finding a place to belong (belonging). Campers connect through significant camp traditions and rituals that create a sense of belonging, so they feel included, accepted, and part of a community. With this emphasis on achievement, relationships, and belonging, day camp at the Y is more than a mechanism for keeping kids busy during the summer; it is an opportunity to intentionally develop youth.

PROGRAM GOALS

In our summer camp program, it is our goal to instill in your children Improved and Sustained Character, so they learn to accept and demonstrate the YMCA's core values of **Honesty**, **Respect**, **Responsibility**, and **Caring**.

- ❖ Appreciation of Diversity – Respect people of different ages, abilities, incomes, races, religions, cultures, and beliefs. Reflect the diversity of our community.
- ❖ Enhance Social and Leadership Skills – Experience leadership development through service to the community.
- ❖ Increase Learning and Education – Acquire new knowledge and build skills, increasing motivation to learn.
- ❖ Better Health and Well-being – Improve and increase physical activity and practice healthy eating habits.
- ❖ Authentic Relationships and a Sense of Belonging – Learn to care about, communicate, and cooperate with peers and adults.
- ❖ Sense of Hope and Purpose – Develop positive self-awareness and confidence in abilities. Feel secure and be willing to explore and engage with the world around them.



Contact Information

Childcare Administrative Coordinator:

Christine Madison
856-691-0030 extension 123
cmadison@ccaymca.org

Financial Services Coordinator:

Chanyra Williams
856-691-0030 extension 111
cwilliams@ccaymca.org

Member Service Desk:

856-691-0030

Mailing Address:

1159 E. Landis Avenue
Vineland, NJ 08360
Attn: Camp Program

Childcare Annex Address:

1173 E. Landis Avenue
Bldg. B
Vineland NJ 08360

TAX ID NUMBER: 210-635-053

Business Policies and Procedures

YMCA Membership

To attend summer camp, each child must be at least a program member of the Cumberland Cape Atlantic YMCA. The cost for program membership is \$30 per child for the year. If you have multiple children, a family program membership is \$55 for the year (adults can be added too!). This membership enables you to also take classes and/or programs offered by the Y, such as swim lessons or youth sports, at the program member fee. The yearly fee carries over to the school year for our before and after school programs. If you are currently a program member, please check if your renewal date falls over the course of the summer. We also offer great family monthly rates so everyone can enjoy the Y!

Registration

Completed registration forms can be returned directly to the Member Service Desk at the Y. The YMCA is located at 1159 E. Landis Avenue, Vineland, NJ 08360. **At this time, all paperwork and any deposits to hold a week at camp are due. New registration forms must be completely filled out, signed, and turned into the YMCA by 1:00pm the Wednesday prior to the first session the camper is attending.**

Schedule of Fees

Payments are due the Wednesday the week prior to the camp week your child is attending.

Deposits

A **\$20.00 deposit** is due at registration for each week. The deposit must be paid at the time of registration along with all before and after care fees. Deposits and before and after fees are non-refundable and non-transferable.

Late Payment Fees

Late payments jeopardize your child's space in camp. If we do not receive payments by the due date we may offer the spot to someone on the wait list. **A late fee of \$20.00 will be charged for all late payments made after the Wednesday prior. If you sign up late, camp requires 24 hours following registration to process paperwork and to ensure proper staffing ratios before your child may start.**

Session Changes

There is a **\$5.00** fee that will be charged for changes in camp sessions. If the change is after the payment due date then the fee will be **\$10.00**.

Credit/Refunds

Payments for camp are non-refundable. A credit will be considered for medical reasons and a doctor's note will be mandatory. Because we are a licensed center, we are required to engage staff based on the number of children enrolled. We cannot give tuition refunds for the days your child is absent.



Business Policies and Procedures (continued)

Making Payments

We accept cash, checks, and all major debit and credit cards. Payments may be made at the Y or by calling the Member Service Desk to make a payment over the phone, 856-691-0030. Payments may also be mailed to the Y (address is listed on page 3). Please do not mail cash; checks should be made payable to "CCA YMCA" and include your child's name, the name of the camp, and what camp week the payment is for. The first payment must be made in person when registering for the program. NO payments will be taken at the Camp Sites.

Financial Assistance

The Cumberland Cape Atlantic YMCA believes that no one should be denied a place in a Y program. We understand the scheduling and economic pressures which are influencing family decisions. As many members and participants can tell you, the value of the YMCA extends well beyond our doors. In these uncertain times, we make assistance available to you and your family. We do not want anyone to be turned away and this program will help you and your family take part in the Y programs within our available resources. Applications can be picked up at the Member Service Desk.

PROGRAM INFORMATION

Schedule of Hours

The Summer Camp day begins at **9:00am and ends at 4:00pm**. We ask that all children get to camp by 9:15am so that they do not miss any of the fun. **We will not accept kids after 9:30am unless it is an extenuating circumstance, or a camp late drop-off log has been filled out the day prior.** The camp days end at 4:00pm. We do not start releasing campers until 4:00pm. If you need to pick up your camper before 4:00pm, you will need to fill out the camp early pick-up log. This may not occur every day, especially between 3:00-4:00pm. Campers picked up after 4:15pm will be charged a late pick-up fee. Thank you for your help, since your camper is moving all day long, we do not like to interrupt their activities.

Before and After Care for Camp

Before and After Care is available from **7:30am-9:00am** and from **4:00-5:30pm** at the Y for an additional fee. Children must be registered and tuition paid in advance. Children picked up after 5:30pm will be charged a late pick-up fee. This is a weekly fee that you sign up for separately.

Early Bird Club

By popular demand, we are offering an Early Bird Club for parents who need to drop off extra early. Early Bird Club is available from 6:30am at the Y for an additional fee. Children must be registered and tuition paid in advance. If you sign up for this you are automatically signed up for Before and After Care. This is a weekly fee that you sign up for separately.

Late Pick-Up Fee

The late pick-up fee is \$1.00 per every minute the child is picked up late. A parent is considered late after 4:15pm for the regular camp day and 5:30pm for After Care. The late pick-up fee must be paid before the following day.

Late Pick Up Procedure

The YMCA will be following the State requirements (10:122-6.5) for a child left after closing. Procedures to be followed by staff member(s) or parent(s) or person(s) authorized by the parent(s) as specified fails to pick-up a child at the time of the center's daily closing, shall require that:

1. The child is supervised at all times
2. Staff members attempt to contact the parent(s), or person(s), authorized by the parent(s) an hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed, the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hours Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) or person(s).



PROGRAM INFORMATION (Continued)

Our Camps:

Camp Mini-Me (3-5 years old)

Our Mini-Me camp is offered all 10 weeks for our youngest campers. Mini-Me campers get to go swimming in the pool once a week and enjoy our gym and outdoor playground. They nap/rest every afternoon after a full day of playing games, singing songs, and making friends! Breakfast and lunch are included in this camp.

Camp Hiawatha (6-8 years old)

Camp Hiawatha is offered all 10 weeks of camp. Our campers get to go swimming every day! They have a jam packed day of indoor and outdoor activities. Breakfast and lunch are included in this camp.

Camp Sequoia (8-10 years old)

Campers get the chance to explore our beautiful 68 acres campground with children their age. This camp runs all 10 weeks*. Campers get to swim every day in our beautiful lake, along with a variety of other outdoor activities. Breakfast and lunch are included in this camp.

*Camp Sequoia and Camp Arrow may not run the first week based on snow days during the winter.

Camp Arrow (11-15 years old)

Our most traditional day camp is at our Merrywood campground. Camp Arrow will run all 10 weeks*. Campers get to swim every day at our gorgeous waterfront! We have everything from a mini-golf to a zip line! Breakfast and lunch are included in this camp.

*Camp Sequoia and Camp Arrow may not run the first week based on snow days during the winter.

Counselors in Training Program (CIT)

We offer a program for children ages 15 and 17 years old. We will give campers the opportunity to work on leadership development and train to be future counselors. They will get to help counselors with activities, as well as, be a major part of the total camp experience!

Meals at Camp

Included in the registration packet is a food form. Every family, regardless of income, must complete the form. Starting June 22nd, every camper will be offered breakfast and lunch. A menu will be available for your review. If you know your child does not like what is on the menu, please send in a lunch at drop off time.

Breakfast will not be offered after 9:15am. If your camper leaves during their lunch period, it is the parent's responsibility to provide lunch before they return to camp. Due to peanut allergies peanut butter is strictly prohibited.

Other Food at Camp

Campers will be given the opportunity in the afternoon to have snack. Snack must be brought from home or purchased ahead of time. Snack will only be allowed during designated snack time. **The vending machines at the YMCA may be used by parents only for their campers at the beginning of the camp day.**

****Due to many food allergies our camp is peanut free camp at all times, so we encourage all to please not pack it with their campers to avoid any problems.**

Ice Cream Day/Pretzel Day

On Wednesdays we sell ice cream to campers. On Fridays we will sell pretzels. Ice cream and Pretzels must be paid for by the parent at check-in the day of. We cannot accept payments ahead of time.

Transportation

This applies to Camp Sequoia, Camp Arrow, and CIT camps. Transportation to and from Camp Merrywood is provided by the YMCA. Parents are urged to have children at the YMCA on time so they do not miss the bus. The bus departs promptly once at 9:00am, again at 9:30am and will be back at the Y between 3:45-4:30pm. Parents will not be charged a late fee if the bus is running behind schedule.



PROGRAM INFORMATION (Continued)

Camper Check-in and Health Screening Procedures

Check-in guidelines will be explained to parents prior at the start of programs to clearly outline expectations. This will be done outside as they drive up.

- Designate one or a few limited individuals for pick-up/drop-off who are not at higher risk for illness.
- Arrive at your designated drop off time with both you and your child wearing face coverings.
- Parents are to remain in their car for pick-up and drop-off. Your child will be brought to and from the vehicle. **Parents are not permitted to leave the car.**
- Expect sign in/drop off to be significantly different from in the past. Plan on waiting a few minutes.
- Minimize goodbye times to allow for the continual flow of traffic.
- When waiting in the car line, use your hazards so other cars know to navigate around or wait behind you.
- The speed limit at camp is 5 mph. Carefully navigate around other cars.

Check-in staff will be wearing cloth face coverings and will approach the car from the building. Parents and campers must be wearing a cloth face covering and will not handle iPad or stylus.

Check-in will be conducted from vehicles. Each day, check-in staff will take the children's temperature and ask COVID-19 screening questions to the parents, which will be logged and kept confidential:

- *Have you been in close contact with anyone who has been diagnosed with, tested for, or quarantined as a result of COVID-19?*
- *Have you traveled nationally or internationally within the last two weeks?*
- *Have you been experiencing any COVID-19 symptoms within the last two weeks?*
 - *Cough*
 - *Shortness of breath or difficulty breathing*
 - *Or any of the following:*
 - *Fever (100.4 degrees or greater)*
 - *Chills*
 - *Fatigue*
 - *Repeated shaking with chills*
 - *Muscle pain / body aches*
 - *Headache*
 - *Sore throat*
 - *Congestion or runny nose*
 - *New loss of taste or smell*
 - *Nausea or vomiting*
 - *Diarrhea*

- *Have you taken any fever reducing medication this morning?*

If any of these questions are answered yes, or the child has a temperature, the child will not be accepted into the program and will need to go home.

SWIPING DURING CHECK IN AND CHECK OUT

Swiping has been discontinued until further notice due to Covid.

Drop-Off

Following this initial screening, child will be removed from the car and taken to their group location. Children will put down their belongings and wash/or sanitize their hands. Children will not be permitted to visit other groups or friends in the children, except when appropriate, though this rule may be lifted as New Jersey moves through the stages of opening and group sizes are increased.

Belongings will be stored near these locations, separated from each other.

Staff will be checked in each morning by a Designee from Members Services or at the Site. They will be asked the COVID-19 screening questions and their temperature will be taken. Information will be logged and kept confidential.

Anyone failing the COVID-19 screening will not be admitted to the program. Children and staff must be symptom-free for 48 hours, cleared by a doctor, or have a negative test result in order to return.

If a guardian must exit their vehicle for any reason a facemask is required, particularly if entering the Child Care Annex or building as designated by the staff.



PROGRAM INFORMATION (Continued)

Camper Check-Out

Check-out guidelines will be explained to parents prior at the start of the program to clearly outline expectations.

- Designate one or a few limited individuals for pick-up/drop-off who are not at higher risk for illness.
- Arrive at your designated pick up time wearing face covering.
- Remain in your car for pick-up. Your child will be brought to your vehicle. **Parents are not permitted to leave the car.**
- Expect pick up to be significantly different from in the past. Plan on waiting a few minutes.
- When waiting in the car line, use your hazards so other cars know to navigate around or wait behind you.
- The speed limit at camp is 5 mph. Carefully navigate around other cars.

Check-out staff will be wearing masks and will approach the car from the building. Parents must be wearing a face covering and will not handle iPad or stylus.

Check-out will be conducted from vehicles. Staff do not know the pick-up person from the designated list then they will ask for identification.

Authorization on the Release of Children

We will not release a child to anyone not on the emergency card or authorized by the parent. A child will not be released to anyone under the age of 18. We will ID anyone we do not recognize, therefore if you have someone picking up your child make sure they have photo ID with them. If a parent is prohibited from picking up your child, we must have legal documents stating the restrictions or custody arrangements. Parents must inform the staff or Camp Director the day before of any changes in the authorized pick-up persons. If a change needs to be made after morning drop off, we ask that you call the YMCA and fax us a note with your signature stating who may pick-up the child. Our fax number is 856-696-0121.

Communication with Parents

- **Email:** A form is included in your registration packet to provide us with your email address for primary communication. We will utilize email to obtain payment information, send receipts, and relay any non-emergency information.

- **Phone:** Please provide us with the phone number you would like us to contact you in case of accidents/incidents involving your child, emergency closings, and other information we deem important.
- **Personal meetings:** If there is an issue you would like to discuss with the Camp Director, or one of the counselors we will arrange meeting times with the necessary parties if warranted. We may also request a personal meeting with you if necessary.
- **To contact lead counselors:** CCAYMCASUMMERCAMP@gmail.com Please include your name, your campers name and the camp they attend when sending us an email so we can get back to you as soon as possible.

Refusal of Release

The YMCA will be following the State requirements (10:122-6.5) for release of children to impaired adults. Procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk or harm if released to such an individual, shall require that:

- The child may not be released to such an impaired individual
- Staff members attempt to contact the child's other parent or alternative person(s) authorized by the parent(s)
- If the Center is unable to make alternative arrangements, a staff member shall call the Division's 24 hours Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

Weather

Camp is held Monday through Friday. Dress your child according to the weather conditions. Please provide sun protection, as our program is primarily an outdoor camp.

Visitors

Due to Covid restrictions, access to visit the camp may be limited, or totally restricted, depending on CDC guidelines.

Special Situations

The Camp Director should be notified in writing of any changes in routine or legal custody issues involving any camper.



Medical Policies

Policy on the Management of Communicable Diseases

We are concerned with the health and welfare of each child. In order to prevent illness from being spread to campers, we require that you observe our Policy on the Management of Communicable Diseases. If a child has exhibited any of the following symptoms within the last 24 hours, they cannot attend the program. If such symptoms occur at the program, you will be called to take them home. Upon notification, we require that your child be picked up within one hour whenever possible.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge/ conjunctivitis (pink eye)
- Infected untreated skin patches
- Difficult or rapid breathing
- Skin rashes lasting longer than 24 hours
- Visibly enlarged lymph nodes
- Stiff neck
- Severe cold with a fever, sneezing, and nose draining
- Contagious diseases such as measles, chicken pox, mumps, or rosola

Excludable Communicable Diseases

1. Respiratory Illness
2. Chicken Pox
3. German measles*
4. Homophiles Influenza*
5. Whooping Cough*
6. Mumps*
7. Meningococcal*
8. Strep Throat
9. Tuberculosis*
10. Measles
11. Scabies
12. Giardia Lambia*
13. Hepatitis A*
14. Salmonella*
15. Shigella*
16. Impetigo
17. Contact Illness
18. Gastro-Intestinal Illness

*Reportable diseases, as specified in NJAC 10:122-7, 10(a). If your child is exposed to any of the above diseases at the program, you will be notified in writing.

Children sent home from camp may not return the next day. To return to camp they must be:

- Free of symptoms for twenty-four hours without medication
- On the appropriate medication for twenty-four hours

**We will not allow a child to return the day after they were sent home. When they return, we must receive a note from your health care professional stating the diagnosis, if appropriate, that your child is not contagious and/or that your child may return to the program.

Lice

The Cumberland Cape Atlantic YMCA programs are lice, nit and egg free environments. Children that have head lice, nits or eggs will not be permitted to attend the program until the condition is completely remediated.

Medication:

It is best for the parents to dispense medication either before or after their child is in at camp. We ask that you mention to your health care professional that the child is in camp and ask him/her to prescribe medications that can be given twice or three times a day if possible.

We will dispense medication if it is necessary and prudent and is indicated during the time the child is in care. Any medication which needs to be administered should be brought to the Camp Director. The INDIVIDUAL MEDICATION RECORD AND PERMISSION FORM must be completed by the parent. Prescription medication must be in the original labeled bottle with your child's name on it.

All medications will be kept away from the children and in the counselor's control. This includes "innocuous" over the counter products such as:

- Cough Drops
- Saline nose sprays
- Sunscreen

We treat these as "medications" and they can only be administered by the counselor. They are not to be available to the child during the program. We need to avoid misuse and "sharing". Example: Sunscreen should not be in children's bags, it must be turned in to counselor with medical form.

***Please check with the Camp Director if you are unsure of which medications require a parent and doctor's note to be administered.**

We try very hard to minimize infections and control the spread of disease with by encouraging and supervising hand washing with children before meals and after toileting, and after being outside.



Medical Policies (Continued)

Special Medical Needs

Special medical needs include conditions that require special medications, practices, or treatments prescribed by a physician to maintain the individual’s capability to participate in the camp program. This can include severe allergies and behavioral issues that require medication and/or special diets, etc. We will work with the camper and the family to make the best camp day possible. Each child and each disability is different. We will work with every family to accommodate their camper as long as we are equipped to handle the condition and being in the camp will be beneficial to the camper, the family, and the other children.

Emergencies

All camp staff will treat medical emergencies – minor injuries (i.e. - scrapes, cuts, bug bites and illness). If the injury or illness needs further treatment, the camp staff will contact you. We will make every effort to reach you or the contacts listed on your registration form. If no one can be reached, we will take the necessary actions for the health of your child. **Be sure emergency phone numbers are up-to-date.** If your schedule changes daily, please provide temporary numbers to the camp staff.

If emergency medical care is necessary, any of the following steps might be taken:

1. Attempt to contact parent or guardian
2. Attempt to contact person on the emergency form
3. Take child to hospital if no responsible person can be reached.
4. An ambulance or paramedics may be summoned.

Leadership Staff

Camp Director

Jack Martine has been a cornerstone of the community and role model to hundreds of youth through his involvement in the Vineland Basketball Association, Boys and Girls Club of Vineland, the YMCA of Vineland, and the Youth Alliance where he was honored with the Michael A. Lopergolo, Jr. Legend Award. Jack, along with being a STEAM (Science, Technology, Engineering, Art, and Math) teacher at Veteran’s Memorial School, has coached basketball for nearly his entire adult life. Beginning at Sacred Heart High School as assistant coach, including two stints as Vineland High School’s head coach, and now Delsea Regional’s assistant coach Jack Martine has coached 19 years! Jack has worked at Little Acres Summer Camp, Ellison Explorers Summer Camp, and even right here at the YMCA as the lead for our Specialty camp serving ages 9-15. Prior to returning to the YMCA, Jack was the Assistant Director at Golden Learning Summer Camp.

He has been back at the CCAYMCA since 2019 Jack attended North Carolina Wesleyan College and the Grand Canyon University where he received his degree in Educational Administration. Jack’s passion for serving our youth, his ability to collaborate and lead a team, along with his 19 years as a teacher in the Vineland Public Schools district have prepared him to take on a fun summer with the children of South Jersey. Jack is excited and ready to have the Best Summer Ever at the YMCA Summer Camp as Camp Director.

Staff

We are proud to say that we have an exceptional staff at our camp programs. Many of our staff are education majors at college or professional teachers, and most staff have a background of working with children. All of our staff must successfully complete a background check, drug test and reference checks prior to being hired at the YMCA of Vineland. Staff must also attend staff training of 25 hours which includes CPR, AED, First Aid, and Child Abuse Prevention prior to the start of camp.

Program Rules

Staff and Participant Rules

All children and staff will observe and follow rules and policies designated by the YMCA, which follow our organization’s mission. These rules are designed to keep all participants safe.

The Rules for the Staff

The staff members are required to follow the YMCA Code of Conduct. (A copy of this policy is displayed on Childcare bulletin boards for your review).

The Rules for Participants:

- Respect each other's feelings, personal space, and property.
- Cooperate with each other.
- Listen and follow the instructions of the staff.
- Stay with the assigned group at all times.
- Use proper language and tone of voice.
- Tell a staff member if someone is bothering or upsetting you.
- Clean up after yourself.

***Please note: There will be no refund if a child is dismissed from the program due to behavior.**

Program Staffing	
Ratios	
Mini-Me	1:6
Hiawatha	1:8
Sequoia	2:20
Arrow	2:20
Specialty	1:10



Discipline Action Policy

Proactive solutions that will be taken in order to prevent

Suspension/Expulsion

- Immediately separate the child(ren) involved to allow the child(ren) to calm down.
- Staff will talk to the child to determine the problem and why the child reacted the way they did.
- Separation and redirection will be used if necessary to remove the child from the situation.
- Staff will try to redirect child from negative behavior
- Staff will reassess the camp environment, activity appropriateness, and supervision
- Staff will always use positive methods of language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- If needed a brief quiet time will be given so child can regain control (1 minute per year of age)
- Child may lose certain privileges
- Parent/guardian will be notified verbally or via an incident report
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be given written copies of the disruptive behavior that might lead to expulsion
- The Director, staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors

*Parents are notified about any inappropriate behavior experienced at the program when the child is picked up at the end of the day (or at work if necessary).

**The YMCA reserves the right to suspend any child from the program if necessary.

Schedule of Expulsion

If after the remedial actions above have been exhausted, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior that warrants a suspension/expulsion. A suspension action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the program.

- The parent/guardian will be informed regarding the length of the suspension period (1-3 days)

- The parent /guardian will be informed about the expected behavioral changes required in order for the child or parent to return to camp
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care(approximately one to two week notice depending on risk to other children welfare or safety)
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center

Payment for suspended or expelled camp days are non-refundable.

Immediate Suspension/Expulsion

For instances involving any violence and threats, **immediate suspension*** will occur without warning.

The following behavior is considered unacceptable:

- Abusive language, Fighting, Dangerous activity, Theft, Physical and verbal abuse of children or staff, Vandalism/mistreatment of property
 - Possession of illegal substances or weapons
- *NOTE:** Suspension length to be determined by Director, based on severity of situation.

If a child has a persistent behavior problem and the counselors have exhausted all alternatives, a parent conference will become necessary. If it is determined that the child is disrupting the program and/or endangering the safety of other children, the YMCA of Vineland reserves the right to dismiss the child from the program.

Immediate dismissal from the program will result for the threat of physical harm to a child, staff member, or director.

The YMCA takes pride in providing a safe environment for children and will not tolerate physical threats.

Parental Actions for Child's Suspension/Expulsion

- Failure to pay
- Failure to complete required paperwork
- Constant tardiness when picking up child(ren) and dropping off
- Physical or verbal abuse and threats to staff and/or program participants
- Inappropriate language used towards staff or in front of children



Program Specifics

Swimming

All swimming is under the supervision of certified lifeguards. All campers are water-safety tested on their first day of camp. They will receive colored wristbands denoting that they have been tested. All campers will be encouraged to participate in recreational swim. Swimmers with long hair must tie it back with a hair tie. Children may not swim with open wounds or within seven days of an intestinal illness. Silly bands, rubber band bracelets and beaded jewelry are not permitted in the pool. Children with beaded hair should have their hair in a swim cap (this could damage the filtration system). Swimming is encouraged since we teach lesson for a portion of each swim time. Lessons makes it safer for your children when they are in or around bodies of water because it gives both themselves and us confidence that they know the swimming basics.

Boating

Boating is also conducted under the supervision of certified lifeguards. All campers are given boating instruction and must pass the PFD (personal flotation device/lifejacket) test before they are allowed out on the waterfront.

Swimming and Boating at Merrywood

For safety reasons if you do not participate in swim lessons, then you are not eligible to boat. If you do not attempt to boat or ride with someone then you will not be able to take part in the recreational part of swimming. When children sit out during these activities, they must sit out on the beach where the lifeguards are visibly able to see them to count and keep them into ratio. This now makes it hard for staff and lifeguards to watch children in the water and those who choose to sit out. So we encourage all campers to take part in the waterfront activities.

Healthy U

The Healthy U program uses the CATCH curriculum, which offers games that provide at least 30 minutes of physical activity per session, as well as nutrition lessons. We will be using the CATCH program throughout the summer. The YMCA believes in providing campers with physical activities through the day to help prevent childhood obesity.

BOKS – Building Our Kids’ Success

The BOKS program encourages children to achieve their personal best at fundamental gym concepts such as running, planks, and sit-ups. It even includes a small nutritional bit that stresses that what we put into our bodies directly correlates to what we get out of our bodies.



Summer Enrichment

The YMCA recognizes summer learning loss and to help with this issue, we provide enrichment activities throughout the summer camp program. We use science curriculum that aligns with the common core standards. We also encourage reading in the program by setting aside time each day for our campers to read. Children are encouraged to bring their own book or we will provide one. Campers are responsible for their books as well as all their belongings.

Parental Engagement

Parent Surveys

Camp staff will hand out weekly parent surveys. Please take the time to fill them out. We use the information to improve our program.

Parent Communications

Please follow us on social media like Twitter and Facebook. Also download the app Remind to receive alerts about things going on throughout the day for your child’s specific camp. The app will also allow us to let you know if we change the pick-up area. The specific code to join will be given out on the first day of camp!





Preparing for the Camp Day

What to Bring

- Camper needs to be appropriately covered (no low cut shirts and pants/shorts need to cover the entire butt region) Dress appropriately – shorts, t-shirts, socks, sneakers and hat
- Sneakers need to be worn at ALL times except when swimming (**do not drop off in flip-flops please**)
- **If child does not have sneakers for the day they will not participate in activities for safety purposes.** Sneakers and/or other appropriate footwear (Sandals and flip-flops are STRICTLY PROHIBITED due to safety reasons!) Please refrain from sending campers with black soled sneakers, they leave marks on the gym floor.
- No big jewelry or hanging earrings
- Have children wear old sneakers as they will get dirty
- Bathing suit and towel **labeled with child's name**
- Merrywood Campers – one piece bathing suits only! We encourage campers to come to camp in their bathing suit since boating is one of the first activities when arriving at camp
- Water bottle **labeled with child's name**

- Backpack (**labeled with child's name**) to carry his/her belongings
- A smile!!

Optional Items:

- Sunscreen lotion**
- Rainy day clothing (extra clothes)
- Water shoes for Merrywood and flip-flops for the YMCA (**for swim time ONLY**)
- Extra clothes
- Insect repellent (also held by counselors to ensure no sharing happens)
- Hat
- Age appropriate reading book
- Snack for the afternoon

*All personal items are the responsibility of the camper, not the staff. Although we make every effort to recover lost or stolen items, the YMCA and its' camps are not responsible for lost or stolen items. Everything should be in a backpack that your child can carry themselves. Please label everything that comes with your camper.

**Parents should apply the first sunscreen application of the day. You must provide your camper's sunscreen in case of allergies. We will remind campers to apply their sunscreen several times throughout the day; however, all campers must be able to apply it themselves.

What Not to Bring

Cell Phones	Animals	Gum
Sports Equipment (unless permitted)	Skateboards	Toys
Excessive money	Vehicles	Pokemon Cards
Jelly shoes	Valuables	Sandals
Drugs/Alcohol	MP3 players	Electronic Games
Laptops/Ipads/Kindles/Ipods	PSP's/Nintendo Switch or DS	Vape products
Weapons of any kind including: knives, firearms, explosive items, etc.		
*Any other items determined by Camp Staff		

Any of these items that are brought to camp will be confiscated by Camp Counselors

Lost and Found

Lost and found is kept at each camp. Any articles not claimed by the last day of camp will be donated to a charity of the YMCA's choice.

Toys

We discourage children from bringing toys from home and will not be held liable for loss, theft, or breakage. At no time are guns, weapons or toys with sharp edges allowed. Please leave all toys at home

INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.