



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Westfield Area YMCA 2024 Summer Camp Parent Handbook





Dear Parents,

Welcome to Summer Camp 2024! Thank you for choosing the Westfield Area YMCA for your child's summer experience. Our goal is to make this summer fun, exciting and safe for you and your child. We anxiously anticipate many days full of laughter, sunshine, and growth.

The YMCA began camping 127 years ago. With that deep history, and a commitment to constant improvement, our Y has the knowledge and the resources to deliver the best camping experience possible. We are proud to say that the YMCA is also a leader in keeping kids safe.

With effective cooperation and communication, we believe this summer can be a time of rejuvenation and excitement. Please take the time to read through the parent handbook, as it will provide you with valuable information regarding

policies, payments, drop-off and pick-up locations and more to help make this summer enjoyable for all.

Should you have any questions please feel free to contact any of us.

Sincerely,  
The Westfield Area YMCA Camp Staff

\*\*\*\*\*

The information in this Parent Handbook is provided for your reference throughout the summer.

\*\*\*\*\*

## **TABLE OF CONTENTS**

### **GENERAL INFORMATION**

Office Staff & Hours  
Westfield Area Y Mission  
Goals & Objectives

### **CAMP PROGRAMS**

Camp Drop Off & Pick Up Locations  
Camp Locations  
Character Counts

### **PROMOTING HEALTHY LIFESTYLES**

Lunch  
What to Pack  
Keeping Lunch Safe  
Snacks  
Diverse Families

### **POLICIES AND PROCEDURES**

Registration  
Deposits and Payments  
Changes or Cancellations  
Waiting List  
Confidentiality  
Camper Absences & Attendance  
Open Door Policy  
Drop Off & Pick Up  
Early Pick Up  
Release of Campers  
Walk Home  
What to Wear  
Group Requests  
Philosophy of Discipline  
Discipline Procedures  
Expulsion Policy  
Expectations of Parents  
Personal Property  
Cell Phones  
Babysitting  
Tipping Staff

Swimming  
Transportation

## **HEALTH AND SAFETY**

Practices  
Child Abuse Prevention  
Fire Drills  
Staff Training  
Special Needs  
Supplementary Services

## **MEDICAL POLICIES**

Health History  
Illness During Program Hours  
Symptoms Requiring Home Care  
Table of Excludable Communicable Diseases  
Parent Notification  
Dispensation of Medicines  
Hand Washing Procedures  
Strong Kids Campaign  
Family Concerns

## GENERAL INFORMATION

### Office Staff & Hours

Camp Office Hours: 8:30am-4:30pm  
Camp Office Phone Numbers: 908-301-9622 Ext. 405  
908-317-9914 (FAX)

#### The office is staffed by:

Marty Collett	Senior Director of School Age Child Care, Camp, and Teens <a href="mailto:mcollett@westfieldynj.org">mcollett@westfieldynj.org</a> (908) 301-9622 ext. 223
Melinda McHale	Director of School Age Child Care and Camp <a href="mailto:mmchale@westfieldynj.org">mmchale@westfieldynj.org</a> (908) 301-9622 ext. 273
Amanda McCaskill	Assistant Director of School Age Child Care and Camp <a href="mailto:amccaskill@westfieldynj.org">amccaskill@westfieldynj.org</a> (908) 301-9622 ext. 265
Shannon Jackson	Garwood Family Center Y Director <a href="mailto:smcgillis@westfieldynj.org">smcgillis@westfieldynj.org</a> (908) 301-1616 ext. 610
Peggie Lobue	Camp Administrator <a href="mailto:camp@westfieldynj.org">camp@westfieldynj.org</a> (908) 301-9622 ext. 422
Kim Naclerio	Billing / Registrar <a href="mailto:knaclerio@westfieldynj.org">knaclerio@westfieldynj.org</a> (908) 301-9622 ext. 126
Susan Morton	Chief Operating Officer <a href="mailto:smorton@westfieldynj.org">smorton@westfieldynj.org</a> (908) 301-9622 ext. 228

## **Westfield Area Y Mission**

The Westfield Area YMCA is a nonprofit human service organization dedicated to developing the full potential of every individual and family in the communities it serves through programs that build healthy spirit, mind, and body for all.

## **Goals & Objectives**

The goal of the Westfield Area YMCA Day camp program is to provide positive and enriching experiences that help children between the ages of 3 and 15 grow physically, mentally and spiritually. The Character Development values of Caring, Honesty, Respect and Responsibility are taught through values based programming, personal interaction and personal example.

This experience is grounded in a set of seven objectives that the YMCA has for all program participants:

- |  |                                       |
|--|---------------------------------------|
| Grow personally.                           | Become better leaders and supporters. |
| Learn values.                              | Develop specific skills.              |
| Improve personal and family relationships. | Have fun.                             |
| Appreciate diversity.                      |                                       |

What follows is an elaboration on these seven objectives and how we help campers achieve them today through day camp.

### **Grow Personally**

Our day camps build self-confidence and self-reliance. Youth who are involved in day camps gain a greater sense of their own worth. They learn to treat themselves and others with respect. High self-esteem helps people of all ages to build strong, healthy relationships and overcome obstacles in life so that they can reach their full potential.

### **Learn Values**

Our day camps develop moral and ethical behavior based on Judeo-Christian principles. The YMCA has been helping people develop values since its founding in 1844. Begun originally to guide men and boys coming to London from the country on a moral path, the Y has evolved into an inclusive organization that helps men and women and boys and girls of all faiths develop values and behavior that are consistent with Judeo-Christian principles. The Y believes the four core values of honesty, respect, responsibility, and caring are essential for character development. In day camp, young people learn to define and demonstrate the four core values in everything they say and do.

### **Improve Personal and Family Relationships**

Participants in our day camps learn to care, communicate, and cooperate with their families and friends. Our day camps embrace families of all kinds and are flexible in responding to their needs. Not only do day camps support families by giving their children a safe place to learn, but Y staff are increasingly trained to help families in need or in crisis and how to find other community support to help. Day camp staffers plan programs and events with today's busy families in mind. Families can also get involved in helping plan and run Y family activities and events. The idea is to develop programs with families, not just for them.

### **Appreciate Diversity**

Our day camps teach campers to respect people of different ages, abilities, incomes, races, religions, cultures and beliefs. Day camps must assess the families they serve to see whether they reflect the diversity of their communities. The Y fosters an environment where everyone is treated with respect and is able to contribute to the larger community. Diversity is a source of strength and should be celebrated, not merely tolerated. Indeed, helping youths strengthen their ability to get along with others is a critical component of

leadership development in today's diverse society and global economy.

### **Become Better Leaders and Supporters**

Campers learn the give-and-take necessary to work toward the common good. Volunteers are the essence of the Y, and we provide meaningful volunteer opportunities, especially youth and families. Whether it's through a service-learning project for day campers (for example, youth making toys for low-income kids or cleaning up a river) or by asking more parents to take part as volunteers, people are being encouraged to move from program participation to deeper levels of involvement, including volunteer leadership. Volunteering will enrich their lives, their Ys and their communities.

### **Develop Specific Skills**

Diverse activities help campers acquire new knowledge and ways to grow in spirit, mind and body. Our day camps help youth succeed in their daily lives through programs that build self-reliance, practical skills and good values. This might mean learning to swim, build a robot, get along with others, and learning basic block coding for computers.

### **Have Fun**

Fun and humor are essential qualities of day camping and contribute to young people feeling good about themselves and about others.

### **CAMP PROGRAMS**

<b>Camp</b>	<b>Drop-Off</b>	<b>Pick-up</b>
Before Care, After Care	Main Y Facility	Main Y Facility
Blue Sky Day Camp	Roosevelt School	Methodist Church
Counselors in Training	Bauer Branch	Bauer Branch
Discovery Day Camp	Main Branch	Main Branch
Leaders in Training	Bauer Branch	Bauer Branch
Sunshine Camp	Bauer Branch	Bauer Branch
Art/ Science	Main Y Facility	Main Y Facility
STEAM Camps	Main Y Facility	Main Y Facility
Puddle Jumpers	Lincoln School (Westfield)	Lincoln School (Westfield)
All Sports	Main Y Facility	Main Y Facility
Basketball	Main Y Facility	Main Y Facility
Pioneer Camp	Centennial Ave Pool	Centennial Ave Pool

### **Locations**

Bauer Branch	422 East Broad St. Westfield, NJ 07090
Main Y Facility	220 Clark St. Westfield, NJ 07090
Lincoln School Westfield	728 Westfield Ave Westfield, NJ 07090
Roosevelt School	301 Clark Street Westfield, NJ 07090
Elm Street Field	219 Elm Street Westfield, NJ 07090
Centennial Ave Pool	401 Centennial Ave Cranford, NJ 07016
Methodist Church	1 E Broad St, Westfield

### **Character Counts**

The Westfield Area YMCA participates in the YMCA Character Counts Initiative: Honesty, Responsibility, Caring and Respect. Through their experiences, even young children can become aware of the importance of positive values. Our daily activities provide many opportunities to promote healthy character development. In the year to come, our staff will be emphasizing the traits of honesty, responsibility, caring and respect. Encouraging and reinforcing behaviors that demonstrate these concepts is an important part of the process.

## PROMOTING HEALTHY LIFESTYLES

### Lunch

Campers should bring a non-perishable lunch every day. Please make lunches as healthy as possible. When packing lunches please remember that we are a peanut and tree nut free environment (this includes sesame seeds and chocolate hazelnut spread). If sending a nut butter alternative, such as sun butter, please label the item so staff know it is safe to have. Candy, gum, soda or any other highly sugared foods are not recommended. No glass containers are permitted. Please make sure you label your child's lunch box and all reusable containers.

In case of severe allergies, certain food items may be restricted from your child's camp group. If this should apply to your child's group, you will be notified in advance.

Parents should pack a ready-to-eat meal. An ice pack should be placed in the bag to keep food cold or hot food should be placed in a thermos. Parents must pack forks, spoons or straws.

- Staff must wear gloves when handling food and when touching food contact surfaces.
- Children will eat all meals and snacks in their classroom or area where groups are regularly situated to avoid congregating in large groups.

### What to Pack

When packing lunches, please keep the Food Guide Plate in mind. Pack foods from at least four of the five food groups.

#### *Bread, Cereal, Rice, and Pasta Group*

- Bread, whole wheat, rye, raisin
- Pita                      • Tortilla
- Bagel                  • Rolls                  • English muffin

#### *Vegetables*

- Cucumber spears                  • Cauliflower
- Green beans                  • Broccoli
- Cherry tomatoes (cut in halves)

#### *Fruits*

- Melon cubes, orange wedges, kiwi slices, pineapple cubes
- Bananas      • Applesauce
- Single serving size canned fruit
- Single serving fruit juice
- Dried fruit, raisins, apricots

#### *Meat, Poultry, Fish, Eggs, Dried Beans*

- Lean meat
- Hard cooked eggs
- Chicken drumstick
- Soup                      • Leftover casserole



### *Milk, Yogurt and Cheese*

- Cheese cubes, String cheese
- Yogurt
- Cottage cheese
- Single serving pudding

### *Dessert or Snack (optional)*

- Pretzels
- Cereal
- Granola bar
- Muffins

## **Keeping Lunch Safe**

- Lunch boxes and containers used for packing food should be washed each day in hot soapy water.
- If paper bags are used, a new one should be used each day – do not use the same paper bag two days in a row.
- To keep a lunch cold until time to eat, freeze a juice container, and/or use a small commercial freezer pack.
- Be sure to wrap the sandwich well in plastic wrap, aluminum foil or a plastic sandwich bag.
- If you will be packing soups, invest in a small thermos to keep it hot and safe.
- **Please do not pack any tree nut or peanut products, (including sesame seeds and chocolate hazelnut spread).**

## **Snacks**

Each child enrolled in Aftercare will receive a healthy snack daily. If your child has food allergies please make sure that you let the Director know. Snacks change weekly. Please feel free to send in extra snacks if your child tends to be a picky eater.

## **Diverse Families**

The Westfield Area YMCA Camp department works with diverse families. The staff understands the importance of making all families feel at home in our program. The staff is sensitive to all family compositions as well as cultural differences. Please see the director if there is any way we may assist your child, you and your family in making your families involvement within our program more fulfilling. This includes providing materials in native languages and/or referrals to community as well educational resources.

## **POLICIES AND PROCEDURES**

### **REGISTRATION**

Family Membership Registration begins January 4th. Basic and Non-Member registration begins January 8<sup>th</sup>. We recommend that you register early as many camps fill quickly (this includes before care and after care). Current members may register online at [www.westfielddynj.org](http://www.westfielddynj.org). In-person registration is available at the Main Y Welcome Center. The following is required at registration:

- Active membership for camper (unless available to non-member)
- Deposits (or full payment after the due dates below)
- Completed registration form

- For sibling discount, registration must be done in person

**DEPOSITS AND PAYMENTS** Camp deposits are \$100 per session. Deposits are not required to be placed on a wait list. Balance is due:

April 10 for weeks 1-4

May 10 for weeks 5-9

In-person registration balances will be automatically charged to the credit card provided for deposit unless arrangements are made in advance to pay by cash, check, or a different credit card. For online registration, a Y staff member will contact you for payment as credit card information for online deposits is not stored.

Unpaid balances after the due date are considered a cancellation—the deposit is forfeited and the registration is cancelled.

Please note: there is a late pick-up fee of \$20 for every 15 minutes after camp end time.

### **CHANGES OR CANCELLATIONS**

**Changes and cancellations must be made by email to [camp@westfieldynj.org](mailto:camp@westfieldynj.org). There are no Y credits or refunds for deposits or membership fees. Y credits expire one year from date of issue. All refunds will be charged a 5% cancellation fee.**

**Changes** are permitted, if available, up to two weeks prior to session without a change fee. A change within two weeks of a camp start date has a \$25 fee.

#### **Cancellations:**

- **On or before February 29:** Option of refund (less 5% service fee) or full amount in Y credits. Deposits are non-refundable after February 29.
- **March 1 – April 30:** Option of refund (less 5% service fee) or Y credit. Both refund/credit options exclude the session deposit.
- **May 1 – June 9:** If your spot can be filled, you will receive Y credit (excluding deposit) for that week of camp. **NO REFUNDS AFTER APRIL 30.**

### **Waiting List**

Once programs are filled, a waiting list will be established. Families will be contacted in the order that they were placed on the waitlist. Deposits are not required to be placed on a wait list.

### **Confidentiality**

It is Westfield Area YMCA Camp policy that any information regarding a child, a child's family, or other matters discussed with the Director and staff will be held in the strictest confidence. Each child's file which includes personal information given at time of registration, written correspondence to and from guardian, classroom observations and assessments are kept within the child's file. These files are strictly confidential.

### **Camper Absences & Attendance**

If your camper will not be attending camp on a particular day, please e-mail or call your session's camp director by 9:30am and indicate why they will not be attending camp. **No make-up days, credits or refunds will be given for missed days. No exceptions.** Every camper must be signed in or initialed in by their parent/guardian. We do not assume responsibility for a camper until they have been signed in. The attendance of campers will be taken at the beginning of each day.

### **Open Door Policy**

The Westfield Area YMCA believes that parent involvement is necessary to the success of our programs and we hope to have an open door policy in place by summer camp.

### **Drop Off and Pick Up**

Drop off and pick up times will vary according to the programs your child(ren) participate(s) in. It is important that campers are dropped off on time each day. Drop-off will take place outside of the building at a designated area based on the camp you have registered for.

\* If your child is registered for LIT/CIT a parent/guardian can sign off on a permission form allowing your child to walk home after camp ends but all campers must be signed in by a parent or guardian each morning.

- **If your child is picked up after the end of the scheduled camp time or later than the additional time paid for (after care) you will be charged a fee of \$20.00 for every 15 minutes, or part of, per child. These payments will be collected at the time you pick up your child.**

In the event it becomes a regular occurrence that your child is being picked up late, it will be recommended you sign up for after care. If a camper has not been picked up within 25 minutes of dismissal, an emergency contact person will be contacted and asked to pick up the child.

### **Early Pick Up**

If your camper is going to be picked up early, we must have a written note from the parent or guardian stating what time, who will be picking up and where they will be picked up. Once your child is signed out for the day they are not permitted to return to camp.

### **Release of Campers**

Each camper must be signed in and out by a parent or guardian every day. No child will be released to anyone other than the designated person(s). If your camper is to go home with another camper's parent, an authorization pickup form (available on our website at [www.westfielddynj.org](http://www.westfielddynj.org)) must be completed and turned into the camp director. Written authorization may be given for teen campers to sign themselves out. For your campers safety all persons picking up a child will be asked for picture ID.

### **Walk Home**

Many of our parents choose for their older campers (LIT/CIT campers only) to walk home. If your camper will be a "walker" you must complete a **walk-home slip**, which is available through the camp Director.

### **What to Wear**

Your camper should be dressed comfortably for the day. Shorts, t-shirts, socks and sneakers are the best. For your camper's protection, please do not send your child in sandals, flip-flops or crocs. Heely's are NOT permitted at camp. On chilly and rainy days please send your child with a labeled sweatshirt or light jacket.

### **Group Requests**

Often parents call to request their child be put into a group with a friend or neighbor. Any request must be put in writing to [camp@westfielddynj.org](mailto:camp@westfielddynj.org) and will be forwarded to the appropriate director. Requests must have the specific camp children are enrolled in and the ages of each child, no later than **June 1, 2024**. There must be a request from each child's parent. **Please note that although we try and accommodate these requests, there is no guarantee.**

### **Philosophy of Discipline**

The Westfield Area YMCA Camp program holds children in the highest regard. We believe in promoting a positive self-image and always reinforce positive behavior. The Westfield Area YMCA Camp program accomplishes this by practicing the techniques of encouragement, acknowledgement of positive behavior, shaping and role modeling.

When the need to extinguish negative behavior arises, the Westfield Area YMCA Camp program relies on non-threatening techniques. Children are first removed from the negative situation and then redirected towards something positive. If necessary, a quiet area is used to provide children several minutes to think about their actions. All major behavior concerns are immediately communicated to parents and steps toward behavior modification are taken if necessary.

We believe children need structure and consistency. The Westfield Area YMCA Camp program strongly believes that children are human beings who require and deserve respect. Our program philosophy of discipline reflects these feelings.

The program emphasis is on cooperation, communication, emotional expression, appreciation for diversity, and conflict resolution.

### **Discipline Procedures**

In order for our programs to operate in a safe manner it is important we set guidelines and limits for all participants. Constructive methods of discipline focused around character values of caring, honesty, respect and responsibility are our main focus.

In extreme instances where the child's behavior affects other children, counselors or supervisors, such as but not limited to, swearing, fighting, leaving the group or refusal to obey directives of the staff, it will be handled in the following manner:

**First Warning:** Discussion of incident or behavior with camp director

**Second Warning:** Written and verbal notice of incident/behavior and/or parent-staff-camper conference and possible temporary suspension. In the event that a camper is suspended there is no refund in fees.

**Third Warning:** Camper will be dismissed from camp. All fees for that current session are forfeited.

The above holds true in many circumstances. However in serious incidents, suspension or dismissal may be the first step. This is at the discretion of the Camp Director.

### **Expulsion Policy**

The Camp Department reserves the right to dismiss any child from the program who is harmful or a threat to the wellbeing of other children and staff. All children must comply with program rules and regulations. Families are responsible for any damage their child does to the program area, Y property or activity grounds. The policy for expulsion follows:

#### **Parent/Guardian Actions for Child's Expulsion**

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up child
- Physical abuse, verbal abuse, or threatening of staff or other Y participants, i.e. other parents
- Failure to comply with any other child care policies, i.e. biting policy

#### **Child's Actions for Expulsion**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts/inappropriate language

- Ongoing physical or verbal abuse to other children or staff
- Excessive biting
- Ongoing reckless behavior which may result in injury to self, other children, and/or staff
- No weapons in any way shape or form including imaginary play

### **Proactive Actions That Will Be Taken In Order To Prevent Expulsion**

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriate activities, supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules. Parents/guardians will be asked to follow through at home
- Child will be given verbal warnings
- A brief time-out in correlation to the child's age will be given so child can regain control
- Child may lose certain privileges (i.e. may not be allowed to go on the playground for safety purposes)
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- The director, classroom teacher, and parent/guardian will have conference(s) to discuss how to promote positive behaviors
- Parent/guardian may be asked to change child's schedule. It may result in reducing the amount of days the child attends the program.

### **Schedule of Expulsion**

- Parent/guardian may be asked to pick up a child immediately if he/she has caused bodily harm to another child, staff, and/or self or if the child poses a direct threat to him/herself, other children, and/or staff
- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's/guardian's behavior warranting an expulsion
- Child may be suspended for up to 3 days, so parent/guardian may work on the child's behavior
- The parent/guardian will be informed about expected behavioral changes required in order for the child to return to the Camp program. Parent/guardian will be given a form to document the steps he/she is taking in order to curb unfavorable behavior
- The parent/guardian will have to set up a meeting with the Director prior to child's return to discuss actions parent has taken to curb child's unfavorable behavior. Form is to be returned to Director at this time.
- The parent/guardian will be given a specific expulsion date that will allow parent/guardian an adequate amount of time to seek alternate child care (approximately one or two weeks notice depending on risk to other children's welfare and safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the program.

### **A Child Will Not Be Expelled as a Direct Result of a Child's Parent/Guardian:**

- Made a complaint to the Office of Licensing regarding Preschool alleged violations of licensing requirements (1-877-667-9845)
- Reported an abuse or neglect (1-877-NJABUSE) (1-877-652-2873)
- Questioned the Camp Department regarding policies and procedures.
- Without giving the parent an adequate amount of time to make child care arrangements, as long as other children or staff are not at a safety risk due to child's behavior.

## **Expectations of Parents**

One of the goals of the Westfield Area Y is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this goal is the responsibility of the staff, but also each adult who enters the programs. Parents of enrolled children are asked to behave in a manner consistent with the Y values; with decency, courtesy, and respect.

Parents are expected to adhere to the following guidelines:

- Use appropriate language when in the programs – no swearing/cursing
- Treat their child, the staff and other children with respect – no physical/verbal punishment
- Smoking is prohibited anywhere on the property
- Parents are responsible for any child that accompanies them to the program for pick up or drop off and are expected to follow all policies and procedures while on the premises.

## **Personal Property**

The Westfield Area YMCA is not responsible for lost or stolen items. Please make sure that all personal items are labeled. We strongly advise that your child **does not** bring personal items such as Pokemon cards, toys, hand held video game systems, iPods, iPads, AirPods, cell phones or other electronic devices. Personal sports equipment should not be brought to camp unless instructed in advance by the Camp Director. In the event they are brought to camp, they will be held by the camp director and returned to the parent/guardian at the end of the day. We do not allow pets or animals in camp, with the exception of service dogs. Weapons of any kind are not permitted.

## **Cell Phones/Smart Watches**

Children are strongly advised not to bring cell phones or smart watches with them to Camp. If there is ever a time when they need to call their parents, the Director will allow them to use the Y cell phone or landline. If they do bring a cell phone or smart watch it must remain off and kept in backpack. The Westfield Area YMCA is not responsible for lost, stolen or broken cell phones or smart watches.

## **Babysitting**

It is the policy of the Y that the staff is not permitted to babysit for families in Westfield Area YMCA programs, so please do not ask them. If you have a pre-existing relationship with a staff member, you must fill out a form and all parties must sign verifying the pre-existing relationship.

## **Tipping Staff**

Staff members are not allowed to accept tips or expensive gifts from campers or their families. Our camp staff work together as a team and if you would like to show your appreciation please include the camp staff as a whole with a card or something along those lines. Gifts are never mandatory or expected.

## **Swimming**

Many of the camp programs have a designated swim time during the day at the Westfield Area Y's Main Facility on Clark St. Swim lessons &/or recreational swim (based on camp) are managed by our aquatics department. At the beginning of a camper's season with us their swimming skills will be evaluated. In the event you have questions about your child's placement it should be directed to the Aquatics Department. Each child should bring a bathing suit, bag for their wet bathing suit, goggles if needed and a towel! Camp counselors also get in the pool with the children to assist with the safety of the children. Pioneer Camp is held at the Cranford Centennial Ave Pool, which is a public pool.

### **Traditional Camp Transportation & Walking Trip Permission**

The transportation/walking trip permission is included in each week's newsletter. By signing, you are acknowledging and permitting your child to participate in any local walking trips &/or ride a bus if necessary for transporting to their camp site such as Blue Sky Camp is transported to the Watchung Reservation via bus and Sunshine Camp are transported to Main Y for swimming. Children will be provided with a bus orientation on the first day of each camp session, which will provide them with the policies and procedures, as well as their behavior expectations while riding the bus. Other traditional camps will also take local walking trips to places such as a nearby park sporadically throughout the session.

## **HEALTH AND SAFETY**

### **Practices**

The Westfield Area YMCA Camp programs maintain stringent health and safety practices. The Director on a monthly basis completes a comprehensive health and safety checklist and routine fire drills. For a full list of the current unsafe product list please visit <http://www.state.nj.us/lps/ca/recall/index.htm>.

### **Child Abuse Prevention**

If there is ever reasonable cause to believe that any child in the Y has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, neglect, or exploitation by any person, whether working at the Y or not, it must be reported to the DCP&P office of child abuse control, at 1-877-NJABUSE. Such reports may be made anonymously. Information about child abuse and neglect may be secured by contacting the Community Education Office, Division of child protection and permanency, One South Montgomery St. CN 717, Trenton, NJ 08625.

### **Fire Drills**

Fire drills are conducted on a session basis to insure that children and staff are able to safely evacuate the building in the event of a fire. A log of each drill which includes the date, time, and the amount of time each drill took is located at each program site.

### **Staff Training**

The staff undergoes a thorough screening and hiring process including detailed application forms, a comprehensive interview process, reference checks, National Sex Offender checks and criminal background record checks. The staff is certified in First Aid, CPR for the Professional Rescuer, and Bloodborne Pathogens (infection control). We keep all staff current on these certifications. Additionally, the staff completes an extensive child abuse prevention training program. All staff attends at least 24 hours of pre-camp training per summer. Supervisors and managers complete additional training to further promote a child-safe environment.

### **Special Needs**

We will do our best to accommodate children with special needs-physical, behavioral, cognitive, etc. Close communication with you is essential in order for us to provide quality care.

If your child has already been evaluated, please provide us with the appropriate paperwork, and we will work with you to continue the already implemented IEP or other individualized plan. If we feel that your

child should be further evaluated, we will speak with you. We do not discriminate against children with special needs. If we are not able to meet the child's needs, we will work with you to find more appropriate care. We do not provide 1:1 care. We do offer an Inclusion Camp Program with limited spaces. Contact x405 to schedule an individual appointment to determine if this is the right program for your child. Registration must be done by April 1<sup>st</sup>.

### Supplementary Services

Please inform your child's Camp Director if your child is currently receiving any supplementary services, such as occupational therapy, physical therapy, or speech therapy. In this way, we can work collaboratively to support your child in reaching the desired goals. All communications between camp and therapist require written consent of the family.

## MEDICAL POLICIES

### Health History

All campers are to have a health history form completed and on file with the Westfield Area YMCA each year as required by our NJ State Camp License & ACA. Health forms are available online or at the Main Y Welcome Center. Please visit our website for more details. All forms are due at time of registration but can be amended and resubmitted prior to camp. **Campers that do not have a health history form on file will not be permitted into camp.**

### Illness During Program Hours

If a child becomes ill during the program, a parent/guardian is called to pick up the child as well as any other children that live in that household. A child with a bad cold or fever may not only give it to someone else, but is in a very susceptible state for contracting other illnesses. The child will wait in the isolation area until he/she is picked up. Please pick your child up immediately. If you are unable to pick your child up it is the parent/guardian's responsibility to find an alternative pick up person.

## TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Children with the following diseases may not return to Westfield Area YMCA without a doctor's note.

### Respiratory Illnesses

Chicken Pox\*\*  
German Measles\*  
Hemophilus Influenzae\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*  
COVID-19\*\*\*

### Gastrointestinal Illnesses

Campylobacter\*  
Escherichia Coli\*  
Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

### Contact Illnesses

Impetigo  
Lice  
Scabies  
Shingles  
COVID-19\*\*\*

\*Reportable diseases that must be reported to the health department by the center.

\*\* **Note:** If a child has chicken pox, a health care provider's note is not required for readmitting to the program. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.



\*\*\* If a child tests positive, they are not allowed to attend camp for 5 from positive test and then must wear mask for another 5 days.

**If a child is exposed to any excludable disease at the center, parents will be notified in writing**

### **Parent Notification**

Any injuries or incidents that occur during your child's day at camp will be communicated to you at pick up. If your child has a head injury or advanced medical personnel is needed, then you will be called immediately. Phone contact with parents/guardians in an emergency, includes but is not limited to, severe injuries requiring a physician's visit or incidents requiring immediate pick up from camp due to child's behavior or actions. The list of these incidents can be found under the section titled Expulsion Policy. Each health history form contains contact information, as well as designates alternate contacts if the parents/guardians cannot be reached. This process is initiated by the Camp Director of your child's specific camp and/or the Camp EMT but can be delegated to an appropriate staff member. Since the program has no way of determining what each person considers an emergency, the general camp practice is to contact parents when there is concern about a child's health and/or safety.

Because many people remotely access their voice mail, it is expected that camp personnel leave voice messages on answering machines that appropriately communicate the need for a given parent to call the camp back. All contact, successful and unsuccessful, is documented on the Westfield Area Y's incident report & follow-up report. Staff will continue to try and contact parents throughout the day. If an injury that may need advanced medical attention and parent cannot be reached, staff will attempt to reach emergency names.

### **Dispensation of Medicines**

Children **must** have current medical records prior to enrollment. No medication prescription, or over the counter medicine, will be distributed without a doctor's note and a Westfield Area Y Medication Form that has been signed off on by both the child's doctor and the parent. A medication form must be filled out and given to the Director stating the child's name, the name of the medication, the reason for the medication, the dates to be administered, the time to be administered and the dosage. Each medication must have a separate form completed. Forms are available at the camp office and online at [www.westfieldynj.org](http://www.westfieldynj.org). If a child is to have medication administered more than once a day in two different programs (i.e. Blue Sky Day Camp and After Care), you must complete a separate form for each program and provide additional medication in the original container. **At no point will medication be transferred from one program to the next.**

Do not send any medication in your child's lunch box or backpack. You must hand deliver the medication to the Camp Director in its original packaging. It is the parent responsibility to transfer medication from one camp session to the next. It is not the responsibility of the Camp Staff.

The Westfield Area YMCA Staff does not administer insulin or monitor blood sugar levels.

### **Hand Washing Procedures**

The Westfield Area YMCA recognizes the importance of hand washing as the first line of defense against infectious disease. Unwashed hands are the primary carriers of bacteria and germs that cause infection. When hand washing, all children and staff will use running water, antibacterial soap and friction (rubbing hands together for 20 seconds).

### **Annual Support Campaign**

The Westfield Area YMCA Annual Support Campaign provides direct financial assistance to all in need who are in need who are suffering a bona fide financial hardship or experiencing extenuating circumstances. Thanks to the Annual Support Campaign, each year the Westfield Area Y provides over \$350,000 in direct financial assistance to individuals and families in need to enable their participation at the Y. Please give today. Approximately 82% of recipients were children who participated in full day child care, after school child care or summer day camp. Your generosity offers opportunity.

### **Family Concerns**

If at any time a parent has a concern, he/she may speak to the Director to discuss any and all problems, no matter how small.

1/2024

Revised