

ARDMORE FAMILY YMCA

2024 DAY CAMP HANDBOOK



**We build strong kids, strong families
and strong communities**



Dear parents,

Thank you for choosing to attend Y Summer Day Camp at the Ardmore Family YMCA. We are thrilled to bring Summer Day Camp back to the Y and grateful you have chosen us as your child's summer camp provider. Please know serving your family is not a responsibility we take lightly; we will do our best to meet your expectations and needs. We are constantly self-assessing and improving our offerings in order to provide your child with the most positive experience possible.

To positively influence your child, our dedication remains centered on the mission to "build strong kids, strong families and strong communities" by emphasizing positive values like friendship, achievement, and inclusion. Your child will acquire new skills, develop new friendships, and experience a safe and secure environment under the guidance of our qualified Y staff. We are excited for a summer filled with safety and unforgettable memories.

This handbook is designed to answer your questions and promote communication between our staff and your family.

If you have any questions or concerns, please contact me at 580-490-1314 or email at janaymca13@hotmail.com

Jana Weichbrodt

Ardmore Family YMCA CEO

STAFF

The staff is selected for their experience in maturity. Counselors receive several hours of training that include first aid/CPR, behavior management and supervision, health and safety, games and activities.

DAILY PROGRAM AND SCHEDULE

YMCA Day Camp caters to kids aged 4 to 11, with the requirement that a child must have reached four years by May 1st to join. Younger campers will be grouped together and engage in age-appropriate activities.

You can bring your child as early as 7:30 AM, but not before. Remember to drop off your child by 9:00 AM. It is essential for parents to sign their children in upon arrival and out before leaving each day. If you arrive late or need to check your child out before 4:00 PM, please inform a counselor.

TENTATIVE SCHEDULE

7:30 AM-9:00 AM:	Camp arrival – Free Play
9:00 AM-9:45 AM:	Opening Circle roll call, announcements, exercise
9:45 AM-11:00 AM:	Small group time, each group works together with counselors on various activities, arts and crafts, or games.
11:00 AM-12:00 PM:	Lunch
12:00 PM-1:00 PM:	Quiet time for younger children or preparing for afternoon field trip
1:00 PM-3:45 PM:	Afternoon field trip or activity
4:00 PM-4:30 PM:	Snacks and wrap up
4:30 PM-5:30 PM:	Free time and parent pick-up

Theme weeks: Activities include Sports, fitness, group games, swimming, field trips, drama, service Learning. A weekly schedule will be ready on Friday for the following week.

WHAT TO BRING

- Sack lunch with a drink and snack
- **SUNSCREEN**
- A reusable, refillable water bottle; filled with ice and water
- A small backpack or bag with your child's name on it for belongings such as lunch, swimming suit (labeled), and towel, etc. We recommend all electronic devices be left at home (ipads, cell phones, etc.) If your child brings a cell phone to camp, it will be labeled and left at the front desk in our hanging organizer.
- Your child will need to wear cool, comfortable, old play clothes. Depending on activities, some days they will need to wear tennis shoes. Please no flip flops.
- ***Do not send anything that might get destroyed, lost, or stolen.***

ACTIVITIES AND FIELD TRIPS (every week is based on a theme)

Next week's schedule of activities will be distributed every Friday in advance. Our camp focuses on both education and enjoyment, incorporating a daily educational aspect. Children will have dedicated time to outdoor sports and games. Swimming will take place 2 to 3 times a week at the YMCA, occasionally at the community pool. Before swimming, each child's swimming ability will be assessed and wrist bands will be assigned based on the child's ability. The YMCA will provide swimming lessons for younger children.

Our activities range from bowling, arts and crafts, sports, games, to cooking. Biweekly, we travel out of town for field trips, including activities such exploring museums in Oklahoma City, visiting the clubhouse, the zoo, and more. *Additional fees required for participation of field trips or other activities within the community.*

Please check our day camp schedule for departing and arriving times for the bus. Staff cannot stay behind with children on field trip days, so it is important that you arrive on time or make other childcare arrangements. If you need to pick up your child before we return back to the Y, please let us know.

COMMUNICATING WITH PARENTS

We believe that effective communication with parents enhances our day camp program. Your opinion and feedback is valued. If you have any concerns please feel free to talk to the day camp director, assistant director or Jana, YMCA CEO.

To keep informed, please sign up for **Ardmore YMCA 2024 Campers** on remind me. You will get camp details right to your phone (not on handouts). Text @24ymcacamp to 81010. If you prefer, you may go to rmd.at/24ymcacamp on a desktop computer to sign up for email notifications.



Sign up for important updates from Ardmore YMCA 2024 Campers

Get information for **Ardmore YMCA 2024 Campers** right on your phone—not on handouts.


Pick a way to receive messages for **Ardmore YMCA 2024 Campers**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/24ymcacamp

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message @24ymcacamp to the number 81010.

If you're having trouble with 81010, try texting @24ymcacamp to (415) 813-2648.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/24ymcacamp on a desktop computer to sign up for email notifications.

CAMP T-SHIRTS

Each camper will need to purchase one camp shirt for \$12. On a regular day of camp, wearing the camp shirt is not necessary. However, children are required to wear their camp t-shirt for special events or field trips.

DISCIPLINE ACTION STEPS

Reasonable efforts will be made to assist every child in adjusting to the camp program setting. *All steps below are contingent on severity of behavior:*

1. Personal time: Removal of child from situation for up to 5 minutes so they can regain control of their behavior
2. Verbal or written communication to parent / Guardian regarding behavior
3. Behavior contract improvement or action plan
4. Suspension
5. Termination (the Y reserves the right to immediately terminate child due to extreme misconduct)

MEDICATIONS

If at all possible, families should administer medications while the camper is in their care. Consider adjusting your child's medication schedule if necessary (before camp, after camp, at bed time) When this is not possible, staff will administer medication under the following conditions:

- All medications (prescription, non-prescription, and epi-pens) must be signed in on the camper's first day of each week.
- All medications must be followed according to the label. All medications must be logged into the Medical Log located at camp sign-in.
- All prescription medications must be current, in the original pharmacy container, and have the child's name, instructions, and physician's name. The instructions must also be placed in the medication log by the parent or guardian.
- Medication must be signed in and out weekly, listing the exact amount of medication required per day.
- The YMCA retains the right to refuse to administer medication if the Camp Director or CEO feels there is a conflict. The parent/guardian will be notified.

ALLERGIES

Please be sure to include any allergy information on your child's registration paperwork. If your child has an allergy that requires an epi-pen, the epi-pen must be signed in weekly on your camper's first day of camp and kept with your child's bag. If your child's allergy requires Benadryl, the Benadryl must be signed in according to our medication policy above.

CHILD'S NAME _____

PARENT'S NAME _____

Admission Agreement & Parent Information Packet Receipt/Releases
Parent/Guardian will indicate receipt/release **by initialing on each blank**

ADMISSION AGREEMENT	
	Transportation: I give my permission for my child to be transported in an authorized YMCA vehicle, Ardmore City Schools, or other school bus.
	Water Activities: I give my permission for my child to participate in water activities during program hours at the pre-determined times.
	Movies: I give my permission for my child to view director approved movies (rated G or PG) though it is not part of regularly scheduled lesson plans.
	Policies and Procedures: I have received and read a copy of the YMCA Parent Handbook and understand all policies and procedures therein.
	Sign in Procedures: I agree to sign my child in upon arrival and sign my child out upon departure. If my child comes in after 9:00 AM, I agree to notify a counselor my child is there.
	Sunscreen: I will allow sunscreen to be put on my child during day camp hours.

PAYMENT AGREEMENTS	
	Payment: All fees are due on the Monday of the week you will be attending. Payments may be made at any time at the YMCA front desk. For your convenience, a credit card may be added to your account.
	Registration Fees: Members: \$25 per person/\$35 per family Nonmembers: \$35 per person/\$45 per family
	If you pay by the week and your child misses a day, credits cannot be used or refunded until the last week of camp.
	I understand that the purchased camp t-shirt must be worn on all out of town field trips. If it is not worn, the child will have to purchase another camp shirt in order to participate.
	Daily Fee/Weekly Fee —camp participants may pay daily or weekly Members: \$25 per day per child/\$100 per week per child Nonmembers: \$35 per person per child/\$130 per week per child



MEDICAL RESTRICTIONS AND PROCEDURES ON BACK

MEDICAL RESTRICTIONS AND PROCEDURES

Does your child have any conditions that would prevent him/her from participating in any YMCA Summer Day Camp activities: _____

Allergies (Foods, Nuts, Drugs, Other): _____

Asthma: _____ Can the child self-administer inhaler if needed?: _____

Epi-pen: _____ Can the child self-administer Epi-pen if needed?: _____

Will your child require medication to be administered during Camp hours: _____

If yes*, what time will you return?: _____

*If medication is to be given during Camp hours, we recommend a parent or approved guardian return to the Ardmore Family YMCA to do so. When this is not possible, please refer to the Summer Camp Handbook for procedures for leaving medications at the Y.

If your child is injured, the staff will take whatever steps necessary to obtain emergency medical care. We will attempt to contact a parent or guardian. If we cannot contact you, and the child is seriously injured, we will call an ambulance and have the child taken to the emergency room. All minor accidents will be treated on site.

Child's Name: _____

Signature of Parent/Guardian: _____

Date _____ Cell #1: _____ Cell #2: _____

I have received, read, and understood the parent handbook.

Signature of Parent/Guardian: _____ Date _____

T-shirt size (please circle one): SM MED L XL ADULT SM ADULT M