



2010 Summer Camp Parent Handbook

Reminder to Parents: Camp Locations

Discovery Camp will be located at the Princeton Family YMCA, 59 Paul Robeson Place.

MVP Sports Camp will be located at Whitley Gym, Princeton Theological Seminary Campus, corner of Route 206 & Hibben Road.

PRINCETON FAMILY YMCA

59 Paul Robeson Place Princeton, NJ 08540

Phone: 609-497-9622 Fax: 609-497-9031

Visit our website at: www.princetonymca.org

Notes:

OUR MISSION

The YMCA of Princeton is a charitable, not-for-profit community organization dedicated to enriching the spirit, mind and body and improving the quality of life. We create and deliver values-based programs which draw their inspiration from our Judeo-Christian heritage. We serve people of all ages, races and creeds, with an emphasis on families and youth.

CHARACTER DEVELOPMENT

Through the programs and services offered by the Princeton Family YMCA, we promote and demonstrate the values of **Caring, Honesty, Respect and Responsibility.**

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PRINCETON FAMILY YMCA Camp Leadership Staff

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Leadership Academy Coordinator

Jessica Emann

Discovery Specialty Camp Coordinator

LOCATIONS

Discovery Camp will be located at the Princeton Family YMCA, 59 Paul Robeson Place.

MVP Sports Camp will be located at Whitley Gym, Princeton Theological Seminary Campus, corner of Route 206 & Hibben Road.



DISCIPLINE POLICY

Behavioral Concerns

We recognize that from time to time, children may need guidance understanding inappropriate behavior. In order to deal effectively with these situations we will follow these guidelines in our day camps:

- 1st occurrence: 5 minute think time; talk with group counselors; warning
- 2nd occurrence: 10 minute think time; talk with group counselors and a camp director (behavior will be documented)
- 3rd occurrence: Parent contacted; parent conference with a camp director to create a behavior contract
- 4th occurrence: Suspension or dismissal from day camp; parent conference with Camp Directors.

Please review the Behavioral Memo of Understanding with your child. This will ensure that our camp rules are being enforced by you. Your continued support is appreciated.

CAMP RULES

During camp I will:

1. Keep my hands and feet to myself.
2. Tell a camp counselor when there is a problem so they may help me.
3. Listen to my camp counselors and directors and treat everyone with respect.
4. Treat other people's belongings with respect and ask before using them.
5. Not use the candy/soda machines.
6. Use of clean language.
7. Always stay with my group and ask permission before leaving my group.
8. Remember to use good sportsmanship.
9. Be responsible for my belongings.
10. Respect the buildings in use and nature.
11. Clean up after yourselves.
12. Adhere to camp buddy system at all times. (A buddy system means that campers must always have another camper with them)

Bus Conduct Rules:

1. Remain seated with your seatbelt on whenever the bus is in movement.
2. Keep my belongings and limbs inside the bus.
3. No eating or drinking inside the bus.

Beach Rules:

1. Stay within specified boundaries.
2. Apply sunscreen as instructed by leaders. Bring an extra hat and extra shirt for sun protection.
3. Ask permission from your camp counselor before going to the restroom. You must always use a buddy.

The following items are prohibited at camp:

Ipods/MP3 players, weapons, matches, lighters, fireworks, alcohol, drugs, cigarettes, radios, walkman, video games, cell phones, camera-phones, and/or animals are not allowed at camp. Please review these rules, and those below, with your child the first day of camp. Thank you!

WELCOME TO THE PRINCETON FAMILY YMCA

Welcome to the Princeton Family YMCA Camp Programs. We will serve your children with compassion, patience, skill and respect. In turn, we ask that you as a parent help us. Let us know of any concerns, ideas, or thoughts that you may have regarding camp. It is our desire that staff and parents become partners to better serve our children. The Y is a family place and we want to do everything possible to help strengthen and support your family.

The staff at the Princeton Family YMCA believes that each child is a unique individual with his or her own rate of development. Our goal is to introduce children to as many new experiences as possible and help each child feel confident and secure in a fun camping environment. We are dedicated to shaping the lives of our youth and to create friendships and memories that will last a lifetime.

All YMCA camps are designed to meet the following goals. Each camper will:

- Learn to appreciate oneself, gain confidence and self esteem
- Develop values for living
- Develop skills in leadership and group support
- Meet new friends
- Learn responsibility
- Have FUN!

COMMUNICATION WITH THE YMCA

Exchange of information between parents and staff provides insight for both parties. The format may be formal or informal. It is important that you let us know of any changes in your family. Changes at home include: a move, hospitalization of a family members, changes in parent's relationship, etc. These events influence the way your child relates to others. Staff members can better provide for your child if we are aware of these situations. We will treat this information with the greatest confidentiality.

Important Phone Numbers

Discovery Camp

cell phone: 609-731-1373
Office: 609-497-9622 x222

MVP Camp

cell phone: 609-468-1284

In case of an emergency and you are unable to reach a staff member at the above numbers, call the Membership Office at 609-497-9622.

MEMBERSHIP

All day camp participants MUST be current Princeton Family YMCA members. Annual YMCA program memberships cost \$85 per child and are good for one year from the date of membership. Youth Full Facility memberships are available for \$15 per month, per child for a minimum of 3 months.

CAMP TRANSFER POLICY

Parents may transfer enrollment from one camp to another if there is space available. If the transfer is completed at least 7 days prior to the camp start date, there is no financial penalty. If the transfer is done after this period, a \$15 fee will be imposed, in addition to the various camp fees. Transfers will not be accepted after a child has participated in 2 full days of camp. All transfers are subject to approval based on camp availability.

CAMP REFUND POLICY

Children absent 2 or more days in a session due to illness or injury may receive a prorated credit or refund. Credit/Refund requests must be submitted in writing on a Princeton Family YMCA Credit/Refund Request Form with a doctor's note attached, within one week of the absence. Credit/Refund requests will not be issued for missed days of camp. Before the camp starts, we pay our vendors, purchase our admission tickets and supplies, and hire our staff according to the pre-enrollment numbers. These are the reasons for the above policy. All credits/refunds are subject to a director's approval. Credits are valid for one year from the date of issue. If we cancel a camp, you will receive a full refund or credit to use toward another Princeton Family YMCA camp or program.

ALL CREDITS/REFUND REQUESTS MUST BE SUBMITTED IN WRITING AND ARE SUBJECT TO APPROVAL

MEDICAL RECORD INFORMATION

To ensure the safety of all children in camp, we require that the health history form be completed in full (forms located on our website or in our membership office). This form allows us to view your child's medical history for any illness, surgeries, and/or allergies. Immunization dates or records must be submitted in order to fully process camp registration forms. Please be sure to sign your child's health history forms under the "Consent for Treatment" section.

ILLNESS/INJURY

If your child becomes ill while in day camp, our staff will contact you to pick him/her up. In order to keep your child from becoming more ill, as well as keeping our campers and staff healthy, it is important to pick up your child in a timely manner.

If your child is injured, the staff will take whatever steps are necessary to obtain medical care. If we are unable to reach you and your child needs medical attention, he/she will be transported to the hospital by an ambulance. If accident/injury occurs at either camp site, injured campers will be treated at Princeton Medical Center. If accident/injury happens on a field trip, 9-1-1 will be called and camper will be taken to the nearest hospital.

ALL EXPENSES FOR EMERGENCY MEDICAL CARE ARE THE RESPONSIBILITY OF THE PARENT OR GUARDIAN.

Please notify the Princeton Family YMCA immediately if any emergency numbers, names or health information changes.

ADMINISTRATION OF MEDICATION

Updated, please read!

Should your child need to take any medication during the camp day, we will have our Camp Nurse administer it as directed from your child's pediatrician. Medication forms are available in the camp office and will need to be updated each and every time there is a change in the administration.

Nurses in the state of NJ must have a written doctor's order, not just the prescription bottle, to give out any medicine. This regulation includes over-the-counter medications like Tylenol and Benedryl. The medicine must be in the original container. We also require a parent's permission note; a copy will be provided at sign in each Monday of the new camp week. We do not accept medication in plastic containers without an original bottle for identification – "Right Medicine, to the Right Person, and at the Right Time," is the rule from the state.

Please, never leave medication in your child's lunch or backpack.

PAYMENT POLICY

Camp Deposits

When you register your child for day camp you are reserving time, space, staffing, and provisions for your child whether or not he/she attends. Please read the following carefully. You may reserve a space in any summer camp for your child with a **non-refundable** \$100.00 deposit. All registrations less than 2 weeks before a camp starts must be paid in full at the time of registration.

Payments

For those who have reserved a space with a deposit, the balance of the weekly fee is due 7 days before the camp begins. (Monday at 6pm) If payment is not made at this time, your child's registration will be cancelled and they will be removed from the roster for that week; again, deposits will not be returned.

PAYMENTS WILL NOT BE ACCEPTED AT CAMP – ALL PAYMENTS MUST BE PROCESSED THROUGH OUR MEMBERSHIP OFFICE.

Billing Methods

The Princeton Family YMCA accepts Visa, Master Card, Discover, American Express, checks and cash. If you have elected to pay your camp balance by automatic credit card, your credit card will be charged at the above mentioned time of payment due. If you are mailing or dropping off a check, the check needs to be submitted by the payment deadline. All returned check will incur a \$31 processing fee. Cash payments must be made in the Princeton Family YMCA Membership Office at the designated times of operation. If you are paying cash, please wait for your receipt before leaving the office.

2010 Summer Camp Payment Schedule and Due Dates

Week	Camp Start Date	Payment & Registration Deadline
1	June 21 st	June 14 th
2	June 28 th	June 21 st
3	July 5 th (4 days)	June 28 th
4	July 12 th	July 6 th
5	July 19 th	July 12 th
6	July 26 th	July 19 th
7	August 2 nd	July 26 th
8	August 9 th	August 2 nd
9	August 16 th	August 9 th
10	August 23 rd	August 16 th

DROP OFF/PICK UP INFORMATION

AM Sign In (between 7:30-9am)

All children must be signed in daily with a full signature and time of arrival. Children that have been enrolled and accounts are current will have their name on the sign in sheet. **Please ensure that you are signing your child in under the appropriate camp and area allotted. Please do not write your child's name in without speaking to a staff member.** Arrival to camp between 7:30-9am is encouraged for convenient sign in at our designated area. Dropping children off after 9am may mean a delay in sign in as camp staff is gearing other campers up for the day's activities.

PM Sign Out (between 4-6pm)

All children must be signed out daily with a full signature and time of pick up. Sign out prior to 4pm must be done with camp staff where your child will meet you. The structured camp day usually ends by 4pm – pick up after the camp day is also encouraged so that your child does not miss any camp activities. We ask that you have patience when picking up your child at the end of the day since many families all arrive at the same time.

A PHOTO I.D. MUST BE SHOWN DAILY WHEN PICKING UP A CHILD – PLEASE HAVE YOUR I.D. AVAILABLE!

Sign In & Out - Leadership Academy

Participants in Leadership Academy will be allowed to sign themselves in and out with proper paperwork. A parent or guardian needs to provide written permission for the child to sign themselves in and out. Campers must be 13 years old or older to qualify for this privilege.

Authorization to Pickup Child

Only persons authorized in writing by you the parent will be allowed to pick up your child. This is for your child's protection. All adults picking up children from camp are required to identify themselves with a photo I.D. **PLEASE PLAN ACCORDINGLY.** If someone is picking up your child who is not listed on your registration form, please notify us in writing as this will help eliminate any problems. If a child's natural parent is listed as an unauthorized pick up, we must have a court order on file. Please see Roseann Conway if your child is enrolled with Discovery Camps or Paul Zeger if your child is enrolled with MVP Camp regarding any court order information. Please notify the Princeton Family YMCA immediately if any emergency numbers, names or health information changes.

Late Pickups

Children enrolled in camp must be picked up by 6:00pm, no exceptions. If you arrive later than 6:00pm to pick up your child, a late fee of \$25 per 15 minutes will be applied to your account. Chronic late pick up can result in camper dismissal.

IN CASE OF EMERGENCY

If you need to get in touch with your child in a family emergency, call the Princeton Family YMCA at 609-497-9622 and let them know what camp your child is attending. They will put you in touch with the appropriate staff.

STAFF INFORMATION

Ratios

Children will be supervised in structured activities in groups with ratios based on the camper's ages. Our camper/staff ratios are as follows: (children: staff)

Ages 4-5	6:1
Ages 6-7	8:1
Ages 8-9	8:1
Ages 10-11	10:1
Ages 12-14	10:1

Day Camp Staff

Our camp staff will work very hard to provide each and every camper with a fun and positive camp experience. We encourage parents to introduce themselves to our staff so that positive communication is created from day one. Each group will have at least two senior counselors present throughout the day. All senior counselors are certified in Professional CPR & First Aid. In addition all adult staff undergoes a thorough interview process and background check that includes finger print scans administered through the State of NJ Child Care Office of Licensing. All camp staff attends 3 days of pre-camp training and 1 day of in-service training.

Staff Breakdown

Camp Directors: Responsible for the overall supervision of all campers and staff. Supports camp staff and serves as the camp liaison for families, municipal/state officials, visitors and benefactors.

Assistant Camp Director: Will assume camp director responsibilities if director is off-site.

Camp Nurse: On site medical professional that handles camper health and safety issues.

Membership Office: Responsible for processing camp registrations

Specialty Camp Staff: Organize and supervise specialty camps.

Aquatics Director: Responsible for the safety and supervision of all camp aquatic activities.

Lifeguards: Provide swim instruction and pool supervision to campers daily.

Senior Counselors: 18 years old and older, responsible for the implementation of each group's daily activities while maintaining supervision and group safety at all times. Additional responsibilities include coordinating any camp special events that are occurring during a set week.

Junior Counselors: 16 – 17 years responsible for assisting Senior Group Counselors in the active supervision of all campers.

Maintenance Staff: Available to help keep the camp site clean, safe and secure.

Gratuities

Although our staff works long, challenging hours, our policy states that employees are not to accept gratuities. If you wish, you may make a donation to our Annual Support Campaign to help all children go to camp.

Baby-sitting

Although Y-Camp staff work well with children, our policy states that our staff (while they are employees of the YMCA) is not permitted to baby-sit for families involved in our YMCA programs.

ACTIVITIES SCHEDULE

Swim Program

Both Discovery and MVP Campers will swim at the Princeton Family YMCA Pool located on Paul Robeson Place. Campers registered for Splash Camp will swim at our West Windsor facility, the Princeton Theological Seminary Pool. This pool is located off Route 1 on Emmons Drive (behind Princeton Market Fair).

All campers are swim tested on their ability prior to pool time. In order for any camper to be allowed in the deep end, they must be able to swim one pool length (25 yards) non-stop, and tread water for one minute.

Certified lifeguards are always present and floatation devices are used for our non swimmers. The weekly pool schedule will consist of 2 days of swim lessons and 2-3 days of free swim. Campers should come to camp prepared with a bathing suit, sun block and a dry change of clothes if needed. PLEASE NOTE: Campers will not swim if their group is on a field trip.

Field Trip & Special Events

Each week, campers will take part in either a special event or field trip. Camp calendars with these events are made available on our website to download and you will receive flyers with further information. Visit our website at www.princetonymca.org for detailed information weekly. Information will be updated regularly. Campers attending a field trip will be required to wear the official YMCA camp T-shirt on the day of the trip. Each child will receive a camp T-shirt during their first week of camp.

GENERAL CAMP INFORMATION

Clothing (What to wear each day)

Children are required to wear sneakers or other closed-toe shoes and socks daily. You may send your child to camp with flip-flops or water shoes in their back pack for water events or pool time. We ask that children NOT arrive to camp in flip-flops, sandals or water shoes. Belongings are the responsibility of the child, not the staff. A backpack is helpful in keeping your child's belongings in a safe place. **Please clearly mark all your child's belongings with his/her name.** We encourage all campers to leave expensive items at home (including new clothes, hand held games, toys, cards etc.) Each day campers should come prepared with the following items: swimsuit, towel, lunch, water bottle, sunscreen, sneakers, & flip flops/water shoes. Campers are provided snack daily, but an additional snack may be sent with your child.

Sunscreen

Please apply sunscreen (SPF 30 or higher) to your child daily **BEFORE** bringing him/her to camp. We will provide additional sunscreen at camp. Sending extra to reapply throughout the day is encouraged.

Camp T-shirts

YMCA camp T-shirts will be made available to all campers during the first week they attend camp. We will provide one to your child free of charge. If you wish, additional shirts may be purchased for \$5.00 per shirt.

Lunches/Snacks

All children must bring their own bag lunch and beverage daily. Please only send nonperishable food items, as refrigeration is not possible. Appropriate snacks will be served in the afternoon. For younger campers, it is recommended that you pack an additional snack to eat mid-morning.

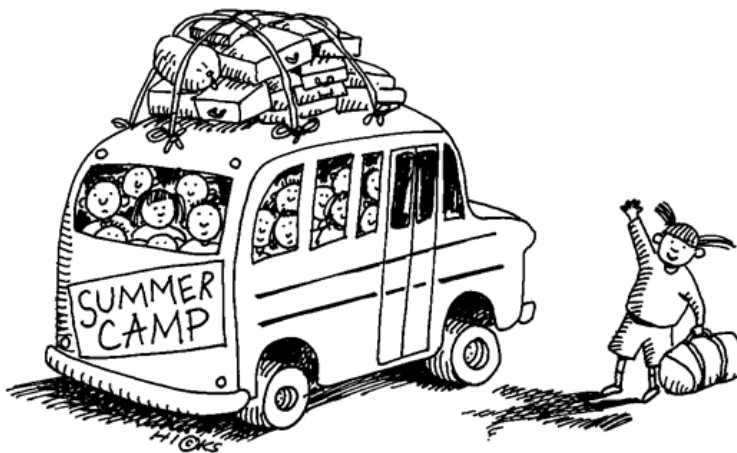
A lunch program is made available through Cox's Market, 180 Nassau Street, Princeton - (609) 924-6269. All payments and schedules must be done through the Cox's itself.

Lost & Found

The YMCA is not responsible for camper possessions that are lost or stolen. The best way to prevent the loss of property is to leave valuables at home. Please keep new jackets, hand held video games, personal stereos/radios, expensive watches and other items at home. Camp is a good place to recycle old things. The YMCA is not responsible for lost possessions or money sent in with your child.

Camper Safety & Security

Our main priority each day is to keep our camp community safe and secure. At each camp site, a camp director or assistant camp director will always be on site to supervise and lend support to the staff and campers during the camp hours of operation. Our policy is safety first!



**SEE YOU
AT CAMP!**

BEHAVIORAL MEMO OF UNDERSTANDING PROGRAM BEHAVIOR GUIDELINES

The Princeton Family YMCA believes the following premises should serve as guidelines for our attitudes and actions:

- People are RESPONSIBLE for their actions.
- We will always RESPECT each other and the environment.
- HONESTY will be the basis for all relationships and interactions.
- We will CARE for ourselves and those around us.

Our camp operates under the belief that children who are actively involved, surrounded by caring staff & made aware of the YMCA's behavior guidelines will behave in a positive manner. We foster raising a child's self-esteem through positive reinforcement. However, sometimes corrective action is required when a child's behavior is inappropriate, such as when a child:

- requires constant attention from staff.
 - inflicts physical or emotional harm on self or others.
 - abuses the staff, equipment or the facility.
 - ignores or repeatedly disobeys the behavior guidelines.

SPECIFIC CAMP RULES

The following rules will be reviewed with children on the first day they attend the day camp program.

- 1) Parent/children must treat everyone involved in CAMP with respect. This includes all YMCA staff, fellow participants, parents, bus/van drivers and staff at field trip locations and enrichment classes.
- 2) Children should NEVER be alone while at CAMP. If participants are engaged in an activity or short-term project where a YMCA staff member is not present they must always stay with a buddy. The buddy/truddy system is always in effect at CAMP.
- 3) Parent/children must respect the environment. This includes the natural environment and all property and equipment of the YMCA, the school site, and field trip locations.
- 4) Children must never pick up sticks, rocks, etc. from the environment unless they are instructed to do so by a staff member in an organized activity. Environmental objects may become hazardous to the health and well being of the child him/herself, fellow participants, and staff.
- 5) Children must never climb trees unless a structured activity allows for exploration and a staff member is present.
- 6) Children must respect the belongings of others. They are not to open or use the belongings of others unless permission is granted by the property owner.
- 7) The following items are NOT to be brought to CAMP. If YMCA staff notice these items during the program day, the items will be confiscated by staff and returned to the parent/guardian of the child at the end of the day. Exceptions will be made only when YMCA staff request that items be brought from home for a particular activity.
 - Hand-held video games and virtual pets
 - Walk-mans or portable CD players
 - Trading cards (Pokemon, etc.)
 - Drugs, alcohol, tobacco products – Parents & the proper authorities will be notified.
 - Firearms, Knives and other weapons
 - Matches, butane lighters, or other explosives.
 - Personal toys and other items of value which may become broken or lost.

*The Princeton Family YMCA and YMCA staff will NOT be responsible for broken or lost items.

BEHAVIOR MANAGEMENT PROCEDURES

When a child does not follow the behavior guidelines, the following steps will be taken. These steps are progressive and assume that behavior problems continue to occur:

- 1) Staff will redirect the child to more appropriate behavior.
- 2) The child will be reminded of the behavior guidelines and rules, and a discussion will take place regarding the child's behavior.
- 3) Time outs will be used, when needed. Staff will discuss appropriate behavior and will then allow the child to return to the activity.
- 4) The parent/guardian will be notified of the problem through a written form. Written documentation will identify the behavior problem, what provoked the problem, and all corrective actions attempted.
- 5) Supplemental Behavior Contracts will be written to address specific problems and solutions to the problems.
- 6) A conference with the parent/guardian, staff & Camp Directors will occur to determine appropriate action.
- 7) If the problem persists, a conference will occur with the parent/guardian, child, staff and Camp Directors. The YMCA Camp Director will have all documentation and conference notes for review. Future participation may require counseling.
- 8) If a child's behavior at any time threatens the immediate safety of self, other children or staff, the parent/guardian will be notified and expected to pick up the child immediately – suspension from the Program may be warranted.
- 9) If a problem persists and a child continues to disrupt the program, the YMCA reserves the right to suspend the child from the program.
- 10) Expulsion from the program will be considered in extreme situations.

The following behaviors are **NOT** acceptable and will result in immediate suspension or expulsion:

SUSPENSION for the remainder of the current day and the next day:

- Seriously endangering the health and safety of self, other children and/or staff.
- Theft or damage to the YMCA, school or personal property.
- Leaving the program without being signed out or without permission.
- Continuous disruption of the program.
- Refusal to follow program behavior guidelines and/or school rules on a continuous basis.
- Use of profanity, vulgarity, and/or obscenity.
- Lewd behavior.

IMMEDIATE EXPULSION:

- Possession and/or use of illegal drugs, alcohol, tobacco, knives, firecrackers, firearms or explosives.
- Parent or child makes any immediate threat to staff or other enrolled child

(Please Tear off and return to camp)

PARENT & PARTICIPANT SIGNATURE REQUIRED

I have reviewed the Behavioral Memo of Understanding with my child. We both understand and agree to all of the terms presented in this contract and that the above guidelines are for the parent/guardian as well.

Parent/Guardian Signature

Participant Signature