FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Gloucester County YMCA

Summer Day Camp 2022

Family Handbook

Thank you for choosing us for your child's summer adventures!

#BestSummerEver

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Gloucester County YMCA Contact Information:

Registrar: Chris Giambrone	Registrar@ycamp.org 856-845-0720
Senior Manager of Youth Development: Alissa Santos	alissa@ycamp.org 856-812-6100
FOR EARLY PICK UP OR LATE DROP OFF PLEASE TEXT or CALL THIS NUMBER	**856-217-3287**

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- **Mobile App Stay in the KNOW on the GO. Search for Community Connect in the Apple or Android Store and download it. Select Gloucester County as your location and set up your preference for notifications.**

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Summer Day Camp 2022

Welcome to the Gloucester County YMCA's Summer Day Camp! We are committed to providing the best possible camp experience and memories for your child. We hope that this packet will help to familiarize you with some of the important policies and procedures used at camp. We believe that the camping experience can be greatly enhanced through communication and preparation before and during the camp session. Please take a few minutes to review the information contained in this packet.

Talking to your child about their upcoming camp adventure is a very important first step in preparing for camp. Life at camp is different from the routines and patterns of home and school. Setting a positive tone and clarifying expectations can really help your camper to make this adjustment. Your camper will have the opportunity to meet new friends and explore creativity, teamwork and leadership in a wide range of physically active programs that influences lifelong healthy living.

We have planned a camp that is exciting, and action packed. Our goal is to introduce children to as many new experiences as possible and help each child feel comfortable and secure in a fun, safe camp environment. Our weekly camp themes create an atmosphere of fun and learning at the same time. The themes guide the weekly activities like arts & craft, S.T.E.M, nature exploration, games, contests, and team building activities. Special events this summer will include dance parties, talent shows, large inflatable water slides and more. We want to include families as much as possible with camper updates and emails to share all the fun we are having at camp.

Our camp staff is comprised of teachers, students, athletes and YMCA professionals. Counselors are selected for their skills, enthusiasm, and dedication to building strong kids. All summer camp staff members complete an extensive pre-camp training that includes character development, age appropriate activities, program planning, positive discipline, first aid/ CPR and AED, water safety, emergency procedures, child abuse prevention and recognition.

As you read this handbook, you will gain a better understanding of how our program operates. This will help prepare you and your camper for a safe and fun camp experience. Thank you for choosing the Gloucester County YMCA for your child's Summer Day Camp experience! Let the fun begin! **#BestSummerEver**

Sincerely,

Alissa Santos
Senior Manager of Youth Development
E.alissa@ycamp.org
P.856.845.0720 Ext. 17

Gloucester County YMCA Missions Statement

Gloucester County YMCA is an interfaith, charitable organization dedicated to helping children and familes explore, grow, thrive and ultimiately become the best version of themselves.

Philosophy of Gloucester County YMCA Summer Camp

The philosophy of Gloucester County YMCA Summer Camp is to nurture each camper through care, understanding, and affection. We offer programs that promote learning through play, recreation and structured activities.

Gloucester County YMCA Six Core Values

CARING: Show a sincere concern for others.

HONESTY: Be truthful in what you say and do

RESPECT: Treat others the way you would want to be treated.

RESPONSIBILITY: Be accountable for your promises and actions

COURGAGE: Be brave toward your best self.

INCLUSION: Accept, welcome, and embrace ALL.

Program Goals

The Summer Camp experience is grounded in a set of six objectives that characterize in Gloucester County YMCA. Promote positive youth development: we create effective, quality programming that consists of constructive and well-planned schedules and activities that are tailored to the needs and interests of youth, parents and communities.

Develop positive relationships: Our staff serve as consistent, caring and appropriate role models who encourage positive relationships between young people in their communities.

Build strong partnerships with young people, schools, families, and communities: we involve and encourage input from families, schools, and young people on all aspects of the camp program.

Create a fun and safe environment: We seek out the most accommodating, safe and clean space for indoor and outdoor activities as well as appropriate space, supplies to support the programs activities.

Support working families: Our hours and rates are designed to support the needs of the communities which we serve.

Have fun: We offer campers many opportunities to enjoy summer camp by exposing them to social interactions and diversity that can only be experienced when a camper is comfortable and care for appropriately.

All Inclusive Camp

The Gloucester County YMCA encourages and supports the inclusion of individuals with disabilities in all programs and services. Inclusion within our Summer Camp program means that individuals with disabilities are welcome to participate in the same camps as their non-disabled peers. Some eligibility requirements (age, level of participation) must be met to participate. Contact Alissa Santos for more information.

Staff andTraining

All staff have CPR, First Aid and AED Training, background checks, at least twenty-five hours of in-house training, and required online State training.

POLICIES AND PROCEDURES

YMCA Membership

Each child attending Summer Camp at the Gloucester County YMCA must have, at minimum, a Youth Membership to attend camp. This membership must remain current throughout the time the child is in camp.

Registration Procedures

Registration will only be done online through Daxko. We will not be accepting any in-house registrations. Campers are not considered registered until the week is paid in full and the required paperwork is received and signed by parent/guardian. A $30 one time registration fee per camper is required at the time of registration. Registration is first come first served basis and will be closed once the maximum has been reached. **A copy of your child's current immunization records must be emailed to Chris Giambrone Registrar@ycamp.org or Alissa Santos alissa@ycampg.org.** Registration will not be accepted by telephone or mail.

Registration Deadline

Payments and registration will not be accepted after 12:00pm on the Monday prior to the camp week desired, without Camp Manager approval.

Deposits

A $25.00 deposit is required for every week you are registering your child. Deposits are due at the time of registration. **ALL deposits are non-refundable.**

Late Payments

Any remaining camp fee balances are ***due two weeks prior to each registered camp week.*** Failure to do so will result in a $35.00 late fee charge. If the late fee and balance have not been paid by 6:00pm on the Monday prior (see Registration Deadline above) your reservation will be given to the next person on the waiting list.

AVOID A LATE FEE.

Payment Plan

We have an automatic payment plan with the use of your credit card, bank card (with credit card logo), checking account or savings account. This system has been set up to ensure that you do not accrue late fees for the Summer Day Camp Program. Your card will be charged on your due dates. If the card is declined, please refer to Membership on our website for collection procedure OR contact Chris at Registrar@ycamp.org If payment is not made by the close of business, you are responsible for the late and NSF fees and will lose your spot and deposit. If your card is declined 3 times during the summer, you must choose a different method of payment.

Payment Schedule:

Week 1	Payment due June 6th	Week 6	Payment due July 11th
Week 2	Payment due June 13th	Week 7	Payment due July 18th
Week 3	Payment due June 20th	Week 8	Payment due July 25th
Week 4	Payment due June 27th	Week 9	Payment due August 1st
Week 5	Payment due July 4th	Week 10	Payment due August 8th
		Week 11	Payment due August 15th

We are no longer accepting any Check or Cash Payments.

We are asking all families to register for an automatic payment plan. Our new system has the ability to store multiple payment methods on file and schedule out your payments.

Financial Assistance

Financial Assistance for our Summer Camp is available through Rutgers Southern Regional CCR&R (State Subsidy Childcare Program) 856-537-2322. We also provide YMCA Membership for All application which can be found on our website www.ymcagloco.org.

Multi-Child Family Discount

We offer a $10.00 second child discount for siblings living in the same household per registered camp week. Families with three or more children will be a $5.00 weekly discount. To receive this discount, family members must be registered for the same week and days.

Changes and Refunds/Credits

1. All membership fees, registration fees and camp week deposits are non-refundable. For a change to be made to an existing camper's registration after June 20, 2022, an email needs to be sent to our Camp Registrar Chris Giambrone Registrar@ycamp.org by a parent/guardian and approved by the Camp Manager. Under no circumstance will changes be made without an email. Refunds are not offered for missed days from camp for any reason, unless it is due to the camper's illness, and a note from the camper's medical provider is submitted.

Tax ID Number

Our online operating system, Daxko, will create an itemized statement for your childcare tax expenses for Summer Day Camp 2020. *We suggest that you keep a copy of your receipts as an accurate account of your child care expenses, or print them from your account online.* We have provided you with our taxpayer ID number; 21-0635054 for the Child Care Expenses form.

Camp Program Information

Hours of Operation

Camp Hours: 9am-4pm
Extended Day AM: 7:00am-9:00am
Extended Day PM: 4:00pm-6:00pm

Camp Daily Activities

Throughout the week, campers will experience game time, creative arts, free play, dance, and nature exploration, that are planned around the specific theme of the week. Games and activities will be structured.

Communication with Camper Families

Phone: Please provide us with the phone number you would like us to use to contact you in the case of

accidents/incidents/sickness with 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 Camp Staff, we will arrange an in person or over the phone meeting times with the necessary parties. Email: Please provide us with the email address you would like us to use to contact you for any update and important information. We will also provide camp updates and photos to share the memories.

Weather

Camp is primarily held outside every day. Dress your child(ren) according to weather conditions. For the safety of your camper, **sneakers or closed toed shoes are required.** Please provide sunscreen, hats and insect repellent as additional protection. Sandals/flip flops only to be worn for swim time.

Day Camp Programming

Free Swim

Free swim is a big part of the YMCA Summer Day Camp Program. All groups will have one 30-minute free swim session. Campers will be provided with life vests. If your child is an experience swimmer, a life guard will give your child a swim test to see if they are able to swim in the deep end. We use experienced camp staff and certified guards in an appropriate camper/counselor ratio to ensure a safe environment (pool rules are strictly enforced), while incorporating the YMCA values of caring, honesty, respect, responsibility, courage, and inclusion.

Creative Arts

Unique production of art activities that actively engage campers to express themselves through drawing, arts and craft projects, and a mix of STEAM activities. Campers will learn through exploration and interactions with their environment.

S.T.E.A.M

Through STEAM, we teach campers how to create an environment that encourages observation while asking questions such as "Why.." ...or "How does..." and provides ways for campers to create, invent, do, think, problem solve and innovate.

Game Time

Our experienced Game Instructors will lead our campers in original and innovative games, contests, and teambuilding activities.

Choice Time

"Choice" is an opportunity for campers to choose an activity of their choosing. Each day there will be a variety of options from our traditional camp favorites (gaga, basketball, four square, etc) to our traditional table top (board games, legos, crafts, drawing, and STEM building).

Nature Walks

We pride ourselves in being an outdoor camp, so what better way to appreciate the outdoors with a nature walk! Nature walks are our opportunity to relax, take our time, and explore the environment. We provide campers with bug catchers, magnifying glasses, and bug jars. It's a great way for campers to use their creativity and imagination to freely interact with nature.

Lunches

We are in partnership with the Food Bank of South Jersey. Lunch will be provided at no cost along with an afternoon snack. You also have the option to bring your child's lunch on any day. Please do not pack a

lunch that needs to be refrigerated or heated in a microwave. Staff will wear proper PPE when serving lunches or snack to campers.

Camp Arrival & Dismissal

Arrival

Before Care- Campers utilizing Extended Day should arrive between 7am-9am. When dropping off your camper, you will park where the basketball court is located towards the back parking lot. You will see white tents posted on the basketball court. You may stay in your vehicle and a camp staff will help you sign your camper in and escort them to Extended Day.

Regular Camp Day – Campers should arrive between 9am-9:15am.

Parent/guardian will be required to sign their child into camp. Please be patient with our staff and expect delays. Once signed in, campers will go to their designated camp group with their counselors. **In case of inclement weather, drop off will be in the gymnasium of the facility.**

Late Drop Off

Campers who arrive late, past 9:30am please park and bring your camper into the facility lobby and a camp staff will escort your child to their group. Please do not just drop off your camper and drive off. You must sign your camper in.

Attendance

Attendance will be taken on a daily basis and for safety reasons, it is important that we know when your child is not in camp. Please email Alissa alissa@ycamp.org or Chris Registrar@ycamp.org of your child's absence. Please refer to page 2 for contact info.

All: Campers MUST be signed in by a parent/guardian with a staff member every morning. Please do not drop campers off and drive away. If you do not sign your camper in or out, your camper will be written up. Please contact our Camp Director if your camper will be absent or arriving late to camp.

Dismissal

Afternoon Pick Up:

Camp Day Dismissal – Pick up begins at 4:00pm. Our campers are still participating in camp activities and eating their afternoon snack until 3:45pm. If you are planning on picking up your camper before 4:00pm, you will need to go to the front desk and a camp staff will radio for your child to be brought to the lobby. Regular pick up will be located at the basketball court where Extended Day will be held. If there is inclement weather, pick up will be inside the gymnasium of the facility. All individuals that have been designated as an Authorized Pick-Up Person will be asked to show identification. Campers will be available for pick up between 4:00pm -6:00pm and MUST be signed out by an authorized pick up person. **Parents/Guardians authorized pick up person MUST show a photo ID (driver's license) when signing their camper out of camp.** Once signed out, campers will be called and escorted to you for departure.

Early Pickups

If a child must leave camp early for any reason, parent/guardian must email Alissa or Chris the night before or early that morning. Any time prior to 4pm will be considered an early pick up.

Please note: only those with ID and are on the authorized pick up list will be permitted to take campers home. Parents/guardians that have their own account are able to add/remove anyone on

the authorize pick up list through your Daxko Account.

Campers that are signed out after 6:00pm will be considered a late pick up (YMCA time). The first offense will be a warning, which you will be asked to sign a late pick up form. Second offense you will be charged $25.00 (per child) and fee **MUST** be paid online. After the second offense, in addition to the $25.00 an additional $10.00 will be assessed per occurrence (per child). **If you pick up your child late more than three times, the child may be written up or suspended from camp. Failure to sign Late Pick Up Forms may also result in a suspension/expulsion. Late pick up fees must be paid by the next day your child attends camp.**

Authorization on the Release of Children

We will not release a child to anyone that is **NOT** listed on the authorized contact list. A child will not be released to anyone under the age of 18 without a written/email consent from parent/guardian. If there is someone prohibited from picking up your child, we must have legal documents stating the restrictions. Please do not be offended if our staff asks for ID. This procedure is to ensure the safety of your child. Whether we already know you or not, you must bring your ID to the sign in/sign out table and to all pick up locations.

Please Note: If your child needs to be picked up by someone who is not on the authorization list, you must log into your Daxko Account and add that person's information. People that have been authorized to pick up your child are held responsible to inform you of any messages concerning your child in the program.

Children At Risk

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call the other parent/guardian
- Call another person on the child's emergency contact list
- Call a nearby neighbor/friend
- If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

Child Abuse & Neglect

The Gloucester County YMCA takes allegations of abuse and neglect very seriously. The Gloucester County Camp YMCA staff are trained each year on Child Abuse, Sexual Abuse, and Neglect Prevention. The YMCA reports all suspected child abuse, sexual abuse and neglect. Reports are made to local law enforcement and NJ -ABUSE. Abuse hotline: 1-877-652-2873

Nationwide Membership

The Gloucester County YMCA is committed to protecting the children we serve. While we cannot eliminate all threats, we want to do what we can to ensure that the children in our care are safe. All Y members, participants and guests must have a valid picture ID when entering the Y. It will be scanned through national child abuse database. If a sex offender match occurs, the YMCA reserves the right to cancel membership, end program participation, and remove visitation access. We appreciate your cooperation.

Sunscreen

The campers are outside for the majority of the day, therefore the sun is a concern for us at camp. We are committed to making sure your child is safe from the sun. The counselors, camp coordinators, and all camp personnel are **not permitted** to place sunblock on the campers; however, counselors will remind campers to

place sunblock on themselves. With a written consent, counselors can assist with sunscreen throughout the day. Parents should supply their own sunblock marked with the camper's name.

What should campers wear to camp?

Campers need to dress appropriately and comfortably for camp. Please dress campers in shorts, t-shirts, socks and sneakers or closed toe shoes. If and when indoor pools are able to open, we encourage swimsuits to be worn under the clothes on swim days. We recommend placing a spare pair of undergarments in your camper's bag as they will remove the swimsuit when is done.

What should campers bring to camp?

Each camper that is attending camp should have their own bag with their belongings (every group travels to different locations at different times, therefore sharing of bags are not permitted).

What to bring: (Please label all belongings) **What NOT to bring:**

☑ backpack	☑ swimsuit	× video games/all electronics	× cell phones
☑ water bottle	☑ sunscreen (lotion only)	× collector/trading cards	× bad attitude
☑ towel	☑ extra undergarments	× personal items of value	
☑ plastic bag (for wet clothes)	☑ swim shoes/flip flops- for pool only	x matches & lighter	
Cloth mask(optional)		x any form of weapon	

We do not permit campers to use their cell phones during camp. If your camper does choose to bring their cell phone they must leave it in their book bag throughout the day.
Items not permitted in camp will be taken and an authorized pick up person must retrieve it from the Unit Director at the end of the day. The YMCA is not responsible for lost, stolen, or damaged items while with the camper or camp staff. Please lable your campers name on all their belongings.

Summer Camp Discipline Policy

It is the YMCA's goal to provide a healthy, safe and secure environment for all day camp participants. Campers who attend the program are expected to follow the behavior guidelines based on the six core values of caring, honesty, respect, responsibility, courage, and inclusion.
As stated in the New Jersey Youth Camp Safety Act Standards 8:25-2.4a.

- Policies and procedures for discipline of a child shall be clearly stated and furnished in writing to all employees of the camp. A child shall not be deprived of food, isolated or subjected to corporal punishment or abusive physical exercise as a means of punishment wither by staff or by another camper.
- Reasonable grouping according to age and the capabilities of each child shall be observed in all activities, including contact sports.

Behavior Guidelines:

• We will **CARE** for ourselves and for those around us.

- Campers are to follow directions from staff members.
- **HONESTY** will be the basis for all relationships and interactions.
- We keep our hands, feet and other body parts to ourselves.
- We are **RESPONSIBLE** for our words and actions.
- We **RESPECT** each other and the environment.
- We **INCLUDE**, accept, welcome and embrace ALL
- Campers must travel with their group.

At times campers may behave inappropriately. Some of their behaviors may even be harmful to themselves or others. To preserve the safety of the children, these behaviors must be controlled.
If mediation cannot work with the camper and staff, the following steps may be taken:

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place. Age appropriate time away when needed.
3. If the behavior persists, a parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include: what the behavior is; what is believed to have provoked the problem; and the corrective action taken. Parents will be notified by a note, phone call and/or conversation during Camper Sign In/Out if the negative behavior becomes a concern. **If there needs to be a sit down meeting it will only take place either by phone or virtually. Examples of some negative/inappropriate behavior:**
    - Refusing to follow behavior guidelines or camp rules
    - Using profanity, vulgarity or obscenity
    - Stealing or damaging property (personal or camp property)
    - Refusal to participate in activities or cooperate with staff
    - Disrupting a program/activity
    - Leaving an activity/facility without permission
    - Endangering the health and safety of campers and/or staff
    - Use of illicit drugs, alcohol or tobacco or sexual conduct of any kind
    - Teasing, making fun or bullying of other campers or staff
5. If a child's behavior at any time validates the "hands off"* policy or threatens the immediate safety of themselves, other children, or staff, the parent may be notified and expected to pick up the child immediately.
6. Continuous disruptive behavior may result in 1-3 day suspension from the Summer Camp program.
7. Expulsion from the Summer Camp program will be considered if a camper's disruptive behavior cannot be redirected.

* The "hands off" policy prohibits a person placing their hands on someone else or putting them in danger of being physically harmed.
**The YMCA reserves the right to suspend any child from the program if necessary.

Fighting

For the safety of all children at camp, physical fighting violates our hands off policy and will not be tolerated. Any fighting offense may result in immediate suspension from the program. We have **Zero Tolerance** for fighting. Fighting includes shoving, pushing or touching another person in attempt to defend his/herself against or to overcome, defeat, or injure someone.

Weapons/Threats

Possession of weapons of any kind or the threat of using weapons are strictly prohibited. Parent/Guardian will be notified if staff are made aware of possession or threats. The appropriate action will be taken by

the Camp Directors, which may include notifying local police. Possession of a weapon and/or threat will result in immediate suspension or expulsion.

Expulsion

The YMCA reserves the right to end your campers enrollment if the staff deems it is in the best interest of and/or safety of the camper, other campers, parents, or staff. If your child continuously displays inappropriate behavior (i.e. fighting, stealing, bullying, abusive language, etc.), he/she may be dismissed from participating in camp indefinitely. **Payments for suspended or expelled camp weeks are non-refundable.**

Camper Code of Conduct

The following is our Camper Code of Conduct. At the beginning of every week, at the morning meeting, the Counselors will discuss what the Code of Conduct is and the consequences for not following it. This will ensure an easier transition to our camp and a better understanding of our camper's expectations.

The following is the Gloucester County YMCA Day Camp Code of Conduct, which is displayed throughout the YMCA campus.

1) I have the right to be safe at camp. This means that no one will: hit me, kick me, push me, pinch me, or hurt me.

2) I have the right to be happy and to be treated with respect. This means that no one will: laugh at me, hurt my feelings, or use unkind language toward me.

3) I have a right to expect that my personal belongings will be respected. This means that no one will: take, damage, or destroy the property of others or that of the YMCA.

4) I have a right to have fun. This means that I will participate, cooperate, and enjoy the various activities throughout the camp day.

5) The *YMCA Staff has the right to give directions and expect that they will be followed. This means that I will be responsible, respectful, and cooperative in our camp. This means I will show my best behavior.

*YMCA Staff includes all adults working for the YMCA (lead counselors, unit directors, specialists).

MEDICAL POLICIES

Health Director

Our camp has a Health Director on site to attend to our daily health care needs. The Gloucester County YMCA meets and exceeds all state requirements so that we may provide the safest program available. We need your cooperation in keeping our camp a healthy place for children. In order to ensure this, we need you to watch for signs or symptoms of illness that can be contagious. To prevent illness from being spread to campers, we require you to observe the Policy on the Management of Communicable Diseases. If any of the following symptoms occur at camp, you will be contacted to pick up your child. Upon notification, we require that your child be picked up within one hour.

• Severe pain or discomfort, swollen joints, stiff neck	• Unusual behavior; for example, extreme lethargy, refusing food or drink. Parents will be called.	• Ear or throat infection
• Elevated oral temperature of 100 degrees Fahrenheit	• Episodes of acute vomiting or diarrhea	• Sore throat or severe coughing
• Red eyes with discharge	• Infected untreated skin patches or rashes lasting long than 24 hours	• Visibly enlarged lymph nodes
• Yellow eyes or jaundice skin	• Blood in urine	• Contagious diseases such as measles, chickenpox, mumps, rosella, pink eye, or impetigo

A child who contracts any of the following excludable communicable diseases may not return to camp without a note from the child's health care provider stating that the child has been diagnosed, treated (if applicable) and presents no harm to himself/herself or others.

EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illness
Chicken Pox
German Measles*
Hemophilus Influenza*
Measles*
Mumps*
Meningococcus*
Strep Throat
Tuberculosis*
Whopping Cough*

Gastrointestinal Illness
Giardia Lambia*
Hepatitis A*
Salmonella*
Shigella*

Contact Ilness
Impetigo
Lice
Scabies

*Report diseases, as specified in N.J.A.C. 10:122-7, 10(a). If your child is exposed to any of the above diseases at camp, you will be notified in writing

To return to camp, campers must be:
· Free of symptoms (i.e. vomiting, diarrhea, fever) for at least twenty-four hours
· On the appropriate medication for twenty-four hours

If the Health Director deems necessary, your child may not be allowed to return the day after they were sent home. When they return, 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 camp may be required.

Bathroom Policy

No camper is ever alone and no camper is ever alone with a staff member. All campers will take trips to the bathroom with the entire camp or groups of campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

Campers must be potty trained to attend the YMCA Summer Camp.

A potty trained child is a child who is able to do the following:

1. The child must be able to express to the staff member he/she has to go to the bathroom.
2. The child must be able to get on and off the potty without any assistance.
3. The child must be able to clean themselves without any assistance.
4. The child must be able to wash and dry their hands.

If bathroom accidents occur on a consistent basis, your child may not be able to attend camp. If your child has a medical condition, you must provide documentation to the Health Director.

Injury

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. An ambulance or paramedics may be summoned.
4. Take child to hospital if no responsible person can be reached.

The Health Director will treat medical emergencies – minor injuries, i.e. scrapes, cuts, bug bites and illness. **Be sure your emergency phone numbers are up to date**. Injured campers will be transported to Inspira Hospital by emergency vehicle for treatment and the parents will be called until reached. Please know that emergency action plans are in place and will be practiced on a regular basis.

Distribution of Medication

Prescription medication and non-prescription medication shall be administered only after receipt of a signed medical authorization form from the camper's parents or guardian. Health Director will not store any prescription and non prescription meds unless given by authorized parent/guardian along with signed medical form. Parent/guardian must provide any cautionary information specific to the medication. Make sure that any medication is available and that the appropriate forms are complete for the use of it. Please give medication directly to the Health Director, Camp Manager or Unit Directors. **PLEASE DO NOT LEAVE MEDICATION WITH YOUR CHILD**. In the event that your child needs medication on a daily basis, our Health Director will administer the medication. If our health director is absent for any reason a designated staff person will administer the medication.

**We reserve the right to decline administering medication if we feel we cannot properly administer it.

Health Policy: in the case of an injury occurring at camp, the camper's own personal insurance will cover medical expenses. The Gloucester County YMCA will submit any expenses beyond your coverage after deductible has been met to our Insurance Provider. The YMCA does not provide medical insurance.
Whenever your child is to be given prescription medication, you must provide the Camp Health Director a completed Medication Authorization Form. All medication shall be labeled and stored in the original prescription container accompanied by the doctor's direction with the child's name on it. Medications shall be stored in a secure area that is inaccessible to campers. All non-prescription medications will be kept away from the campers and in the Health Director's possession. This includes "innocuous; over the counter products such as: cough drops, aspirin, and cold medications." We treat these as "medications" and they can

only be administered by the Health Director or authorized staff member. The child will not be given any medication without any of the above information. The Medical Authorization Form is located in the end of this packet. Campers are not permitted to attend camp without a completed medical history (part of the registration packet), including immunization records. A physical is not required. Children who obtained a strict plan for a diagnosis of any kind that must be followed during summer camp must be provided to the Health Director.

Individual Permission For Medication or Health Care Procedure	
Name of Camper:	
Child's condition for administering medication: o Cold o Teething o Rash o Sore Throat o Ear Infection o Injury o Other	Name of medication//procedure: o Prescription o Non-prescription
Amount to be administered:_____ Times to be administered: _____ Dates to be administered: _____to_____ Refrigeration necessary: YES NO	Special Instructions: Possible adverse reactions:

I authorize the administration or medication to my child.
Signature of Parent/Guardian: Date:
FOR CAMP STAFF USE:
o Is all the above information complete? o Has the medication been made inaccessible to children? o Is the medication in the original container with the prescription label on it? o Is the child's name on the container? o Is the date of the prescription current? o Is the name of the drug/procedure, dose, and schedule on the label the same instructions given by the parent?

Date(s)administered	**Time(s)administered**	**Adverse reactions observed**	**Staff Initials**

Date(s) administered	**Time(s) administered**	**Adverse reactions observed**	**Staff Initials**