



YMCA OF  
GREATER SEATTLE

# 2022 FAMILY GUIDE

FOR DAY CAMPS





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Dear Day Camp Families,  
At the Y, our cause is you!

You can feel good about how and where your child spends time during summer vacation. Our experienced staff offer campers a variety of activities that promote youth development, healthy living, and social responsibility.

At Y day camp, we are here to make your kids feel welcome. We'll help them quickly realize that this is a place where they belong, can be themselves, try new things, make new friends, and be a part of something great. We are here to help your kids grow in every way. We meet them where they are, and give them opportunities to reach levels they never imagined.

We're here to surround every child with support, guidance, and fantastic chances to discover and learn, to try until they succeed, and to explore new talents and interests. We are here to foster their curiosity, to encourage them to expand their comfort zones in what they do, who they know, and what they believe, and to discover what they are passionate about.

We're here to show kids all they can accomplish when they believe in themselves. They thrive knowing they can relax in a safe, nurturing, and inclusive environment.

We are here to create experiences that immerse them in an atmosphere that inspires, that guides them to live healthy lives, help others, and work together, and make strong friendships that often last a lifetime.

Thank you for trusting and sharing your campers with us. We hope you have a safe and enjoyable summer.

Sincerely,  
Your YMCA Camp Staff





## ABOUT THE YMCA

### ABOUT THE Y

Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow, and thrive.

### MISSION STATEMENT

Building a community where all people, especially the young, are encouraged to develop their fullest potential in spirit, mind, and body.

### EQUITY STATEMENT

The Y actively promotes a culture free from bias and injustice. We are dedicated to removing institutional and systemic barriers that result in oppression and racism. We will be accountable to marginalized communities for creating equitable and sustainable environments where social justice is woven into every facet of our programs, and by caring for our communities in a culturally versatile and respectful manner.

### NONDISCRIMINATION STATEMENT

All people are welcome at the YMCA regardless of race, sex, national origin, religion, or abilities. Children and parents who have limited English language ability can be assisted with the translation of written information or with an interpreter. Contact the Camp Director to make necessary arrangements. In our efforts to promote

an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. YMCA Camps will reflect and respect the diversity in our community. Religious education is not part of our program. The YMCA of Greater Seattle is committed to providing developmentally and culturally appropriate programming that respect, reflect, and support children and families; cultivate an understanding among children and staff and incorporate to an anti-bias approach to curriculum.

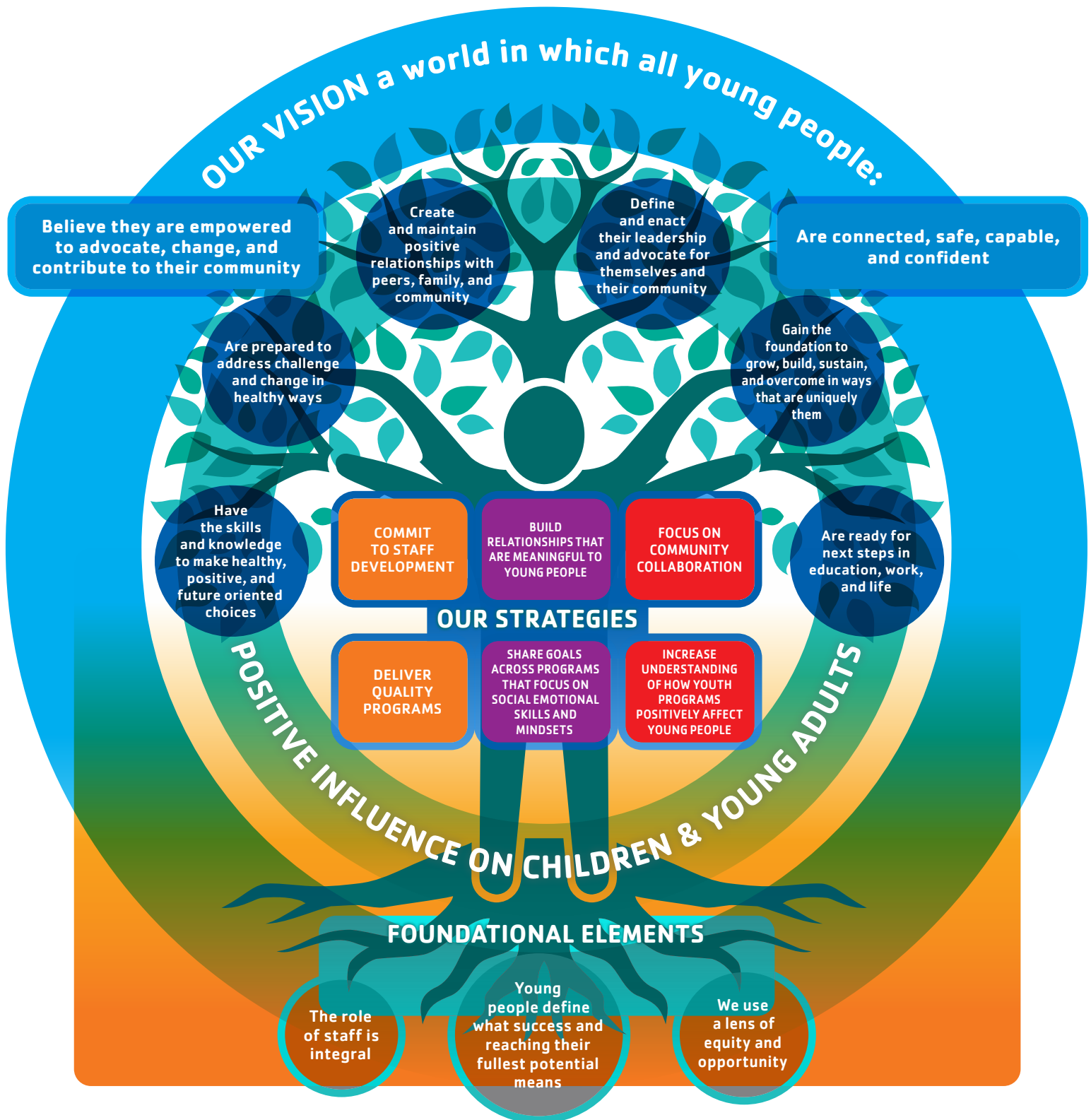
### PHILOSOPHY AND PURPOSE

At the Y, we're for youth development, healthy living, and social responsibility. YMCA Day Camp programs stimulate a child's physical, social, intellectual, and emotional development. Using small group experiences that are developmentally appropriate, campers will:

- Develop physically, emotionally, and socially through a variety of safe, developmentally appropriate, and challenging experiences
- Expand awareness and appreciation for the natural world
- Learn and display the four core values of the YMCA: Honesty, Respect, Responsibility and Caring
- Increase appreciation for their own family, friends and surrounding community



## YMCA YOUTH DEVELOPMENT THEORY OF CHANGE



### OUR FOCUS

We infuse evidence-based activities proven to build dimensions of well-being.

### WHAT WE DO IN YOUTH DEVELOPMENT

Through our programs that serve young people from birth to age 26, we aim to provide them with the skills, experiences, resources, and supports they need to be prepared for the future they choose. We welcome young people at any stage in their life as they continue to learn and grow.



## FOR YOUTH DEVELOPMENT

The YMCA Day Camp is geared to involve age appropriate activities in both large and small group settings. Planned task-oriented activities challenge their present abilities and teach new skills.

- Campers choose from many activities for fun and learning.
- Older, more mature campers accept positions of responsibility and leadership in planning activities and establishing rules.
- Younger campers are encouraged to accept responsibility and develop self-reliance.

## FOR HEALTHY LIVING

With the right building blocks for healthy development, campers gain the skills they need to be active, thriving, and contributing members of society.

- Healthy food served and nutrition activities develop good eating habits.
- Physical activities develop good coordination and skill development through physical fitness.
- Opportunities for outdoor and recreational activities are planned every day.

## FOR SOCIAL RESPONSIBILITY

Campers learn appropriate social behavior through group discussions, projects, positive adult-modeling, and gain a sense of belonging.

The YMCA Day Camp provides ways for campers to:

- Help and serve others
- Demonstrate a helpful and cooperative attitude
- Develop an appreciation and stewardship of the outdoors
- Opportunities to participate in service projects and volunteer

## Y DAY CAMP

- Builds self-esteem
- Gives kids the opportunity to make new friends and builds meaningful relationship with others
- Allows kids to discover who they are
- Helps campers demonstrate a helpful and cooperative attitude





## DAY CAMP STAFF

Recruiting, selecting, training, and supporting the staff are essential to day camp success. The Y leaders have experience in working with children, knowledge of recreation activities, and must model the Y's core values. All camp staff are required to attend 40+ hours of training prior to camper arrival. Training includes, but is not limited to:

- Risk management
- Behavior support techniques
- First aid and CPR
- Child-abuse awareness and prevention
- Safety around water
- Preventative health measures
- Youth development best practices and age-appropriate programming
- Implementation of camp games and activities.

## STAFF RELATIONSHIPS OUTSIDE OF Y PROGRAM

For the safety and protection of your child and our staff, Y employees are not permitted under any circumstances, to provide individual transportation for any child or to bring or take a child home. Y staff and personnel are not allowed to babysit for program participants, spend time outside of program with our families or contact families by personal phone, email, or internet without prior written consent of the guardian and Y. Please do NOT put our staff at risk of losing their position with us by asking them to compromise these YMCA staff policies.

## DAILY SCHEDULE

Each program has a daily schedule to meet the needs of the children. Schedules are posted at the site and are provided to each family weekly. Campers may spend most or all of their day outside based on the camp type. Outside time is in the sun, shade, or shelters.

Camp hours are 9:00 am–4:00 pm. We provide extended camp hours for some camps before and after the camp day to support family schedules. The hours are 7:30–9:00 am and 4:00–5:30 pm. Please check your camp specific schedule for extra details on arrival and pickup times if there are field trips or bus options.

## SAMPLE DAILY SCHEDULE

### Morning

- Opening activity
- Community time in camp circles
- Rotation of camp activity stations (arts & crafts, outdoor education, team-building)

### Lunch & Literacy

### Afternoon

- Skill building activity
- Camper choice & play
- All camp activity
- Closing activities and reflections
- Special activities may include field trips, swimming, or on-site enrichment programs.







# EVERYONE IS WELCOME

## ADMISSIONS CRITERIA

Parent/guardians must complete on-line registration and deposit payment before their child's spot at camp is confirmed. Enrollment packets must be completed at least five (5) days prior to the first day of camp.

## EQUAL ACCESS

The YMCA of Greater Seattle, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Y Day Camp Programs. We serve children in groups regardless of gender, race, color, nationality, religion, ethnicity, or ability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

## OUR COMMITMENT TO EQUITY AND JUSTICE

The Y is an organization focused on addressing the most critical needs of our community and dedicated to advancing diversity, equity and inclusion for all. The YMCA of Greater Seattle proudly proclaims that Black lives matter. We cannot empower all people, especially the young, to achieve their fullest potential in spirit, mind, and body until we disrupt racism, achieve equity and justice for all, and press forward to become an anti-racist organization.

## INCLUSION & SPECIAL NEEDS

The YMCA has a unique opportunity and responsibility to work toward full inclusion of people of all abilities. The YMCA of Greater Seattle will not deny access to anyone solely on the basis of their disability. The YMCA complies with all provisions of the Americans with Disabilities Act (ADA) and aims to ensure complete access, inclusion, and engagement for all children.

Our Inclusion Specialist will contact guardians that indicate that their camper may require additional assistance in the registration process. They will discuss their camper's needs and goals, review the Y camp model and daily schedule, daily schedule, and complete a Plan of Care to ensure the Y is prepared to best serve them. It is essential that all pertinent information is shared so we can work in partnership to ensure everyone's success.

The YMCA of Greater Seattle will provide reasonable accommodations on a case-by-case basis after an individualized assessment has been conducted and the accommodations have been agreed to by all parties. If no satisfactory accommodations or alternatives can be fulfilled, the Y will provide guardians with notification of the reasons for this determination. Our typical day camp ratio is 1 staff to 12 campers. While the YMCA uses a group format at camp, we will attempt to reasonably accommodate campers with special needs, on a case-by-case basis, after an individual assessment, and subject to agreement between the parent or guardian and the YMCA.





## SUPERVISION

YMCA of Greater Seattle camp programs follow the supervision guidelines of the WA State Department of Children, Youth and Families (DCYF) and American Camping Association (ACA).

- 3-5 years = 1 counselor per 10 campers
- 6-12 years = 1 counselor per 12 campers
- 13+ years = 1 counselor per 15 campers

Campers are assigned to a YMCA camp counselor using a hands-free, roster identification system. Camp staff regularly count campers and conduct name to face safety checks.

## INSURANCE

The YMCA of Greater Seattle does not provide any accident or health insurance for its members or participants and it is the applicant's/member's/participant's responsibility to provide such coverage and agrees to hold the YMCA of Greater Seattle harmless from any and all claims for any accident, injury, or illness.





# WHAT TO BRING TO CAMP

## HOW TO DRESS FOR CAMP

Please have campers dress appropriately for the weather. Keep in mind that campers are active and may get dirty. Campers must wear closed-toe shoes to camp. Campers should bring their swimsuits and towels on swim days. Please pack layers like light jackets, sweatshirts, etc., which may be needed for cooler days.

## PERSONAL BELONGINGS

Campers are responsible for their own belongings including backpacks, books, clothing, and other personal items. We discourage campers from bringing their own electronic devices, phones, other special toys, game cards, money, or sports equipment (unless specified for camp). If these items are brought, the Y staff may collect them and will return them when the child is picked up at the end of the day. The Y is not responsible for lost items.

## LOST AND FOUND

Campers are responsible for personal belongings. When items are missing, check the lost and found area. Items are returned to their owners as soon

as possible. The YMCA does not take responsibility or replace any items lost, broken, or misplaced. Unclaimed items are held for two weeks then discarded or donated to charity.

## ITEMS NOT ALLOWED AT CAMP

- **Controlled Substances:** Illegal drugs, controlled substances, and alcohol are not permitted on the property where a Y program is operated or visits.
- **Tobacco:** Tobacco products, inclusive of vaping materials, are not permitted at Y camp and facilities. Family cooperation is also necessary to protect our “outdoor classroom” for everyone to enjoy. Thank you for keeping Y Day Camp space and buildings tobacco free.
- **Pets:** Animals are not allowed and are not to be brought to Y programs.
- **Weapons and/or explosives:** Children, staff, parents, or visitors are not permitted to bring or possess weapons (including firearms and pocket knives) at Y camp. Matches, lighters, and firecrackers are not permitted.



# CAMP ESSENTIALS CHECKLIST

- Backpack
- Full Water Bottle
- Lunch (see below)
- Change of Clothes
- Swim suit and towel
- Hat or visor
- Plastic bag for wet swimsuit and towel

## ITEMS TO LEAVE AT HOME

All electronics, phones, toys (ex. fidget spinners, action figures, cards, etc.). The Y will not be held responsible for lost or stolen items

## Label All Personal Belongings

Please ensure that all campers' possessions are labeled, preferably on the tag at the neck or waist with permanent marker. Label any sunscreen provided by the parent/guardian.

## Have Your Camper Pack Their Bag

Supervise and guide your child to pack their own bag. This helps ensure greater success at recognizing their personal items.

## Lunch

Some of our camps may provide lunch based on a partnership with a local school district. Please check weekly newsletters for more information about your specific camp.







# OUR COMMITMENT TO HEALTHY LIVING

## PHYSICAL ACTIVITY AND PROGRAM ELEMENTS

The YMCA follows the Healthy Eating and Physical Activity (HEPA) standards in our summer program as part of the Y's national commitment to combat childhood obesity and ensure that participants live a healthier balanced life. To encourage and increase parent knowledge related to the healthy eating and physical activity, staff will communicate information.

## SCREEN TIME POLICY

On rare occasions movies are scheduled in camp programs, particularly if there are multiple days impacted by severe weather conditions (smoke, etc.). Access to computers for additional knowledge and skill practice may be beneficial and/or needed, and will be monitored by Y staff. Campers should not bring video games, electronic devices, ear buds or earphones, cell phones, etc. to the program.

## LUNCH, HEALTHY SNACKS AND MEAL PLANS

Nutrition is very important to healthy physical and mental development in Y programs. This means in addition to the healthy lunch you pack and send each day, the Y will provide healthy snacks daily.

- Each snack includes at least 1/2 cup of a fruit or vegetable and at least 1/2 cup of grain (crackers, whole wheat bread, etc.)
- Water is the beverage of choice and offered daily. Low or nonfat milk and 100% juice may be provided.

Each day you will pack and provide a nutritious lunch for your child. Lunches provided by parents should strive to meet the USDA guidelines and contain a dairy product, a protein food, and two or more servings of fruit or vegetables. Please do not send candy, gum, or soda with your child to camp. Remember these are active days and kids may eat more than usual! It is not possible for us to provide refrigeration or a microwave for lunches, so please do not send foods that may spoil such as mayonnaise or require reheating. Please label containers and lunch bag.

In some cases, lunch may be provided due to a school partnership. We will let you know in advance if that applies to your specific camp location.

Children will be offered a light morning and afternoon snack daily. These snacks are not sufficient to replace breakfast or lunch. If you would like to provide alternate food for your child during snack time (e.g. food from home, extra food from their packed lunch) for dietary, health, or other reasons please ask for a Y Parent Meal Plan Agreement (WAC 170-297-7525-Parent or Guardian Provided Food).

## NUT & OTHER ALLERGIES

Y Day Camps are not nut free. Please be sure to speak with the camp director prior to registration about any concerns you may have. If your child has any food-based allergies or special diets, please note this in your online paperwork in PlayerSpace. You may be asked to refrain from sending your camper with food containing peanut butter or other nuts and/or other food manufactured in a plant that processes nut if a camper in your child's group has a severe nut allergy.



# COMMUNICATION & POLICIES

At the Y, we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes quick check surveys, weekly newsletters, and daily informal communication about your camper's day.

We are happy to meet with you. Contact the director or send a note to schedule a meeting. To best support you and your family, please feel free to provide suggestions for improvement regarding these communication tools. We encourage you to let us know about the changes in your child's life, comments he or she has made about the day, or anything that helps us make your child more comfortable and ready to play and learn.



## ACTIVE NETWORKS & ACTIVE CONNECT

The Y uses ACTIVE Networks as a our membership management and program registration system. This is also the system for processing weekly payments. ACTIVE Connect is the electronic attendance module for our camps and is also where you can update Authorized pick-ups.



## PLAYERSPACE

The YMCA post registration management system is PLAYERSPACE. Families will receive an email from PlayerSpace with log in information after completing their camp registration. Detailed camper information like health history, waivers, program documents, and parent newsletters will be sent via PlayerSpace to your email used to create your PlayerSpace account. Any questions about this system can be directed to our registrar team at [registration@seattleyymca.org](mailto:registration@seattleyymca.org).



## RAVE

RAVE is the Y's communication tool for sending emergency or time-sensitive, critical information. If we need to reach all of our camp families with important and crucial information we will be using this system. RAVE will send a text message to your cell phone in the rare case we would need to notify you of a camp-wide emergency.



## SAFETY AND PROCEDURES

### DROP OFF/PICK UP

Please drive slowly and watch for children. Accompany your child(ren) to and from the designated location. All campers must be accompanied by a parent or designated adult. While campers are walking to or from their cars, their care and safety is the responsibility of the parent/guardian. The campers are released only to persons authorized by the parent/guardian(s). A photo I.D. is required when a new person other than parent picks child up. This minor inconvenience protects your child.

### ABSENCE/SCHEDULE CHANGE

Communication regarding attendance is vital. If your camper is going to be absent from the program, please notify the Y before 9:00 am. If you leave a message, please provide the camper's name with program location, so we are aware and can appropriately adjust supervision and activities.

### SIGN IN/OUT INFORMATION

When a child arrives, they will be checked-in to our electronic attendance system ACTIVE Connect by a parent/guardian and a staff member. At the end of the day a parent or other authorized adult **MUST** come to the camp location and sign their child out. Please check for information updates or changes each day posted at the Family Welcome Center.

### AUTHORIZED PICK UP

For the child's protection, only persons authorized by the parent/guardian(s) may pick up a child. The staff question those who are unfamiliar and check their authorization and ID (Driver's License or State ID / Photo ID required). Anyone without proper authorization will not be permitted to sign out or take the child. If someone else is picking up the child, the parent must update their Authorized Pick Ups in their master ACTIVE account or by notifying the Director in writing. In the case of last minute pick up changes, the family may call and the Director records the oral release and confirms the request by calling the parent number immediately. In an emergency, the Camp Director may take appropriate action as deemed necessary to ensure the child's safety and well-being. For the safety of your child, we will not automatically release your child to anyone who appears under the influence of drugs and/or alcohol but will assist in making other arrangements for transportation home.

### LATE PICK-UP PROCEDURE

All campers must be picked up by the camp closing time. If a child remains in our care longer than 30 minutes after the program ends and we have not heard from a parent or guardian, staff members have been instructed to:

- Contact the parent / guardian by phone numbers provided on the emergency contact list
- Call persons listed as emergency contacts
- After 60 minutes, the authorities may be called to ensure the safety of your child

Habitual lateness could result in removal from the program.



## REGISTRATION

### FEES AND FEE POLICY SCHEDULE

The following is the registration process that needs to be completed in order for your camper to attend camp. If you have any questions about the process, please contact our registration team at

➤ [registration@seattlemca.org](mailto:registration@seattlemca.org) or

➤ (206) 382-4927

Campers will only be considered “fully registered” when all steps are completed and we have received all required paperwork completed for each camper. Campers will be unenrolled if the required paperwork is not complete five (5) business days before their first day of camp. Paperwork can be completed online or by submitting a Reservation Form by email, fax or in-person.

**STEP 1:** Your registration and deposit, non-refundable and non-transferable, must be completed online. Electronic Funds Transfer (EFT), from an individual’s bank account, debit, or credit card is required at time of registration and connected on order for future draft purposes.

**STEP 2:** Camper Enrollment Forms will be completed online using PlayerSpace. Once you complete your reservation you will receive an email on how to access your PlayerSpace account and complete or update your camper’s information. Please complete at least five (5) days in advance of your camper’s first day of camp. **Campers will not be accepted into camp without a completed camper enrollment paperwork.**

**STEP 3:** Automated draft from provided account will be processed on the Saturday **9 days prior** to each camp week registered. All forms of payment will be accepted prior to draft date should you prefer not to be drafted. **Payment in full is expected each week. Please notify our registration team if this presents a challenge for your family to make alternate arrangements.** Parents pay camp fees of reserved weeks regardless of your child’s attendance or absences. Parents have the responsibility to ensure available funds for selected draft method.

## FINANCIAL ASSISTANCE

The Y is committed to ensuring all families have access to quality and enriching youth programs. We provide financial assistance and a sliding fee schedule. Please complete the Affordable for All Day Camp Income Acknowledgment Form to learn more about scholarships or financial assistance. The form can be found here: [seattlemca.org/daycampforall](https://seattlemca.org/daycampforall)

### THIRD PARTY PAYMENTS (WCCC)

The YMCA accepts Working Child Care Connections (WCCC) and City of Seattle (COS) Subsidy. Please note that not all camp programs are eligible for WCCC and COS funding. For more information please email [registration@seattlemca.org](mailto:registration@seattlemca.org). Weekly co-payments must be paid prior to each week. In addition to co-pays, it is the responsibility of a parent/guardian to be consistent with checking in/out in the electronic attendance system for tracking.

### REFUNDS & CANCELLATIONS

For cancellations, changes, or transfers, we require written notice via this form by end of day on Wednesday, 12 days prior to the start of the session week. For example, for camp starting on July 11, cancellations must be made by June 29.

Camp deposits are non-refundable and may not be transferred to account balances except for other camp programs. The Y reserves the right to charge a \$25 fee for multiple registration changes. No refunds or credits will be given for absences, withdrawals, disciplinary suspensions, or removal of a camper.

### TAX RECEIPTS

Camp fees are eligible for child care tax credit. Our federal child care tax ID # is 91-0482710. Information on how to print a year-end tax statement will be emailed to you the first of every year.



## SICK CHILD PROCEDURES

The Y cannot accept children for camp when they are ill. Staff observes each child upon daily arrival. If your child is experiencing any of the symptoms listed below, Y staff asks that other care arrangements be made. If your child develops these symptoms after drop-off, family or parent/guardian are contacted and expected to pick-up their child. We separate your child from other children until you can pick them up if they are experiencing the following:

- Diarrhea (two or more instances).
- Severe coughing
- Eye discharge or conjunctivitis (pink eye)
- Fever of 100 degrees Fahrenheit or higher
- Stiff neck
- Unusual spots, rash, or infected skin patches
- Sore throat or difficulty swallowing
- Vomiting (two or more times in 24 hours)
- Too tired/sick to participate in daily activities
- Evidence of live lice, scabies, or other parasitic infection

We will report communicable diseases to the local health department. We will also notify other parent/guardians in camp so they can take appropriate action.

## MEDICATION MANAGEMENT

If your camper is taking either prescription or non-prescription medication that must be administered during camp hours, please complete the Request for Administration of Medication form with the name, dosage, and time your camper will need the medication. This form can be found in PlayerSpace and is available when filling out your camp paperwork.

We cannot administer any prescription or non-prescription medication without written physician consent. Medications must be in the original bottle with the appropriate dosage.

All medication will be collected by the Camp staff at the beginning of each day. Unused medications will be returned to the parent/guardian at end of the week or on a camper's last day of camp. It is

requested that only one week's worth of medication be given to the camp.

Campers who use asthmatic inhalers or medications for allergic reactions (i.e., an Epi-Pen® for bee stings) will have their medicine carried by their Counselor but must administer it to themselves under supervision of a counselor/adult.

## SUNSCREEN

During our outside activities, children may spend hours in the sun. The Y will provide sunscreen for all children in our camps unless a family chooses to provide their own or indicate that their child is allergic or cannot use sunscreen.

The sunscreen the Y uses is Rocky Mountain Sunscreen/SPF 50 Broad Spectrum, Hypoallergenic, Water Resistant, PABA free and Fragrance Free. Active Ingredients: Avobenzone 3.0%, Homosalate 13.0%, Octisalate[JB1] 5.0%, Octocrylene 7.0%, Oxybenzone 4.0%.

**Washington State considers sunscreen a non-prescription medicine so we require written authorization from parent/guardian(s).** If you wish to supply your own sunscreen for your camper you may indicate that as well. Y staff will administer sunscreen in the following manner based on the age of your child.

### Preschool and Elementary School Age:

Staff and child initiated, reminders for reapplication by Y staff at appropriate intervals, staff may assist younger children under seven with application, children will be encouraged to rub sunscreen in themselves

**Middle School:** Youth initiated, staff will remind youth to reapply, youth will self-apply sunscreen

## INCLEMENT WEATHER & RAINY DAYS

The YMCA of Greater Seattle makes every effort to provide care on days of inclement weather. Please be familiar with these policies and the line of communication between yourself and the YMCA staff to ensure all information is exchanged properly. Remember, these situations only pertain to days of inclement weather. Campers must be prepared for rainy or cold/drizzling days as well as high temperature days by wearing appropriate clothing and providing layers.

## ILLNESS & INJURY

YMCA of Greater Seattle Summer Day Camps are based and operate in both indoor and outdoor settings. Some specific hazards that may occur during the course of a normal camp day may include: sunburns, minor scrapes or cuts, slipping, falling, splinters, bumps, bruises, or insect bites.

In the event any of the above conditions occur, Y Camp Staff will treat these ailments in accordance with first aid health guidelines (soap, water, ice, bandages). For minor injuries that do not require us to notify you immediately, a verbal or written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Accident reports are completed for our records and are recorded in our accident/incident log.

If illness or injury results in a more serious condition than listed above, Y Camp Staff will contact the camper's parent/guardian immediately to make arrangements for care and/or contact 911. For the camper's safety, it is essential to provide the Y with two additional emergency numbers in the event of such a situation.

Y Camp Staff cannot administer pain medication, Benadryl®, aspirin, calamine lotion, antibiotic ointments, etc. without the original bottle/packaging and instructions from a physician when necessary. Campers do not always inform camp staff of scratches, rashes, insect bites, etc. **Please do a daily health check with your camper.**

## SAFETY & HYGIENE

Hand Washing Practices:

- Staff members and campers are taught hand washing procedures and are periodically monitored.
- Hands must be washed after using the toilet, handling body fluids, coming indoors from outdoor activities, and before meals and snacks.

## PESTICIDE POLICY

You will be notified at least 48 hours in advance of the application of any pesticides, as we receive notification from the site owner. This notification will include the product name of the pesticide being used, intended date and time of application, location where the pesticide will be applied, the pest to be controlled, and the name and number of a contact person at the site. Signs and/or markers will be posted following the application of the pesticide.

## SWIMMING

Campers may have the opportunity to swim during camp. Each camper needs to bring appropriate swim attire and a towel. Campers may swim at a YMCA pool, a private or municipality-run pool, or a municipality-run lake waterfront as long as Certified Lifeguards will be on duty at all times. Our lifeguard to camper ratio is 1:25 in addition to their normal counselor ratio.

Swimmers are permitted to use life jackets or other devices that are U.S. Coast Guard approved. Swimmers are not permitted to use inflatable arm wings or any other inflatable flotation devices.

Campers will be limited to certain designated areas of the swimming pool or waterfront area according to their swimming ability. "Swimmers" are allowed to use all parts of the pool/waterfront after they have passed all required swimming tests, and "non-swimmers" must stay in the shallow end. Campers will be swim tested at each location. Y Camp Counselors are trained as Aquatic Look-Outs to provide additional supervision to the Certified Lifeguards.



## CHALLENGE COURSE AWARENESS OF RISKS

Y Day Camps may offer the use of various challenge course activities with both low course and high course elements, including climbing walls and climbing structures, ropes courses, zip lines, and giant swings. The Y takes pride in providing safe environments, equipment and programs, but challenge course activities, by their nature, are not without risks. We do not want to diminish your enthusiasm for the experience, but we do want all participants to know in advance what to expect and what some of the potential risks are by participating in this activity. All of the YMCA's challenge courses are "Challenge by Choice" activities. Participants need only participate to the extent they are comfortable, which may include choosing not to participate. Challenge program participants wear helmets, and harnesses are hooked into belay devices. Participants must follow safety instructions, remain in areas designated by staff, and refrain from behavior that is harmful to oneself or others.



## CAMPER BEHAVIOR EXPECTATIONS

Day Camp staff makes every effort to ensure each child has a positive experience. The Y strongly believes that day camp is an exciting, safe community for youth to explore, build confidence, develop skills, and make lasting friendships and memories so they can grow as individuals and leaders. It's a place kids can discover who they are and what they can achieve. We strive to help each camper develop positive self-esteem while fostering self-direction.

### GENERAL BEHAVIOR EXPECTATIONS

- No put-downs...no one needs them.
- Be honest with yourself and others.
- Speak for yourself...not for anyone else.
- Listen to others...they will then listen to you.
- Show respect...every person is important.
- Take responsibility for your actions, you are responsible for you.

### UNACCEPTABLE BEHAVIOR

- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity, or obscenity
- Stealing or damaging property (personal, YMCA, rental, and public property) Note: Damage done by camper to these properties could result in financial responsibility and invoice assessed to the camper's family.
- Refusing to participate in activities or cooperate with staff resulting in disruption of the program for other campers.
- Leaving your group, program, or designated camp area without permission
- Endangering the health and safety of children and/or staff
- Engaging in physical violence, bullying/teasing, or sexual misconduct or abuse toward another child or staff will not be tolerated.

## WHEN CAMP BEHAVIOR RULES ARE BROKEN

The Y staff facilitates the development of self-control in YMCA Day Camp by using positive guidance techniques such as modeling, encouraging expected behavior, redirecting children to a more acceptable activity, or setting clear limits. Staff respect each camper's developing capabilities.

## PROGRESSIVE DISCIPLINE PROCEDURES

When a camper does not follow the behavior guidelines, The Y staff takes the following action steps.

**STEP 1:** Staff redirects the child to more appropriate behavior.

**STEP 2:** If inappropriate behavior continues, the child is reminded of behavior guidelines and camp rules. The Camp Director and the camper decide on action steps to correct their behavior. Staff documents the situation, the inappropriate behavior and action taken. Parent/guardian(s) are notified.

**STEP 3:** If the situation is not resolved and inappropriate behavior continues, the Camp Director will schedule time with the camper and their family to develop an action plan for success.

**STEP 4:** If after working through steps 1–3 the camper is still struggling to meet camp expectations the Camp Director will work to identify different camp types, a different Camp Circle or a modified attendance schedule to support the camper, and their family. If needed, the Y reserves the right to expel the child from the program as a last resort.

The Y believes in the unique potential of every child. We strive to provide support to ensure all campers are successful in our day camp programs. Our staff use a trauma-informed, restorative justice lens when working with our campers that are exhibiting behaviors not acceptable at camp. Additionally, we partner with Inclusion Specialists through our **Social Impact Center** to work with campers, families, and staff as needed.

## SUSPENSION/EXPULSION

An automatic consequence for behavior such as physical fighting, physical/verbal coercion, sexual misconduct, or destruction of property is grounds for suspension or expulsion based on the severity of the action(s) or incident(s) and within the discretion of Y staff. Families are notified that day about the incident. The Program Supervisor and/or Program Director will meet with the family to discuss these disciplinary steps and procedures. No refunds or credits will be given for time missed due to disciplinary action.

## FIELD TRIPS AND TRANSPORTATION

YMCA of Greater Seattle summer day camps may have the opportunity to travel outside of camp during the summer on various field trips. We hire and train our bus drivers to ensure they follow Y specific policies and procedures. Most of our CDL drivers typically work with school districts during the school year.

Specific field trip information will be provided to parents/guardians prior to the scheduled field trip. The Y does not offer alternate camp care and will not refund camp fees if a camper does not attend a field trip or it needs to be cancelled due to unforeseen circumstances. Counselor to camper ratios are maintained during bus rides and all activities during the field trip.







## FAMILY PARTICIPATION & COMMUNICATION

A key element of our program is family involvement. Families are strongly encouraged to volunteer their time and services in a wide variety of ways. Families are encouraged to participate in all facets of the program to make our program the best possible place for their children. Through combined efforts, the family, the child, and the program all benefit.

Families should discuss any complaints or suggestions about the child care program with the director. When a parent feels the director has not addressed their concerns, the parent may discuss their concerns with the Branch Executive for Child Care and Camp Programs.

Staff is available to discuss your child at any time. However, due to staff responsibilities and schedules, families are asked to make appointments for lengthy conversations. Any challenges your child may be having at home may affect his/her behavior at camp. Please keep the Camp Director informed so that we can be sensitive to your child's needs. Any information of a confidential nature will be shared only with those who need to know.

A schedule of activities or newsletter will be provided to you at the beginning of each session to keep you informed of program plans.



## CUSTODY ISSUES

We realize that custody decisions and parenting plans are very important to both parents. However, we are not a party to any custody orders and not in a position to enforce parenting plans. If both parents are listed on Y paperwork (or if one parent is listed on the form but that parent has confirmed the identity of the other parent) both parents may pick up regardless of the custody agreement. Any disagreements must be addressed by the parents away from the site.

The YMCA enforces court-ordered Restraining Orders or Anti-Harassment Orders. The YMCA does not enforce custody arrangements or parenting plans. Parents and guardians are responsible for resolving any disputes regarding their authority to pick up their child.

## STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the YMCA. Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the YMCA has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees are screened, and background checks are conducted upon hiring or rehiring. Additionally, employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults
- You may not relate to children who participate in YMCA programs outside of approved YMCA activities. For example, baby-sitting weekend trips, foster care, etc. are not permitted. An exception must be approved by the AVPs of Risk Management and Child Care.
- Giving personal gifts to program participants or their parents is not allowed
- Program rules and boundaries must be followed, including appropriate touch guidelines
- Children or youth should not be singled out for favored attention
- Dating a program participant under age 18 is not allowed. Some YMCA programs may have additional restrictions
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.

- Children may be informed in a manner that is age appropriate to the group of their right to set their own “touching” limits for personal safety.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that any child abuse exists, it should be reported to your supervisor or branch executive so that proper reporting can be initiated.
- At the first reasonable cause to believe that an employee or volunteer abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the program director and the branch executive or another designated branch representative. Additionally, it is the YMCA’s protocol to make a report to the appropriate authorities. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from YMCA employment or volunteer status.

The Y uses an online resource for families entitled **Protect Your Child From Abuse**.

Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor, District Executive, and designated members of the YMCA Association Office.

## CHILD SAFETY

As a partner in your child’s success, the YMCA of Greater Seattle is committed to providing a safe environment for all participants and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time throughout the summer you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or call the Camp Director.

## PERSONAL SAFETY TALKS

As part of our program, staff engages in discussions designed to increase children’s understanding of touching and personal space limits. YMCA staff



will model the use of correct words for body parts and functions, and respond to conversations and questions in age appropriate ways.

### **CHILD ABUSE REPORTING**

YMCA staff are required to report immediately to Child Protective Services (CPS Intake), licensor, or police any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, child neglect or exploitation. We may NOT notify parents if this occurs except upon the recommendation of Child Protective Services or the Police.

## **EMERGENCY PROCEDURES/ EVACUATION**

Washington State Department of Children, Youth, and Families require that camp programs create and implement emergency plans to assure the safety and welfare of the children attending all day camp programs. Specific information concerning this policy in your Y Day Camp Programs is available on-site. Our emergency plan provides for response to many types of emergencies. The plan must address what you are going to do if there is a disaster and parents/guardians are not able to get to their children for two or three days. (WAC 170-295-5030) Fire and emergency drills are conducted monthly during the camp day. Your camper is prepared and reassured during these drills. In an emergency, the Camp Director or other supervisor staff may take appropriate action as deemed necessary to ensure your child's safety, health and well-being. This is to assure you of our concern for the safety and welfare of the camper attending the YMCA's Program. Depending on the circumstance of the emergency, protective actions are as follows and applies to all camp programs and field trips at any location:

### **RESTRAINING OF A PROGRAM PARTICIPANT:**

A staff may need to physically restrain a child only if needed for the safety of the child or others in the program. Some examples of the need for this

emergency response include, leaving the program space unsupervised, physical alteration with another child or staff, self-harm, etc. We have a YMCA restraint policy that staff are trained on annually that includes, holding a child as gently as possible, limiting the amount of time to only what's needed to control the situation and only performed by trained staff.

**EVACUATION:** Campers are evacuated outdoors to a safe area on the grounds of the facility (ex. fire, electrical threat).

**LOCKOUT:** Campers are relocated to a secured indoor location and all access points to the building are locked and monitored (ex. external threat, missing child).

**LOCKDOWN:** If indoors, campers are secured in classrooms with doors locked and monitored away from windows. If outdoors, campers are prepared to run a scatter to predetermined locations based on drills. (ex. internal threat)

- **DO NOT CALL THE CAMP IN THE EVENT OF AN EMERGENCY.** The YMCA is updated with emergency information and parents will be notified via RAVE, the text/email alert system. You will receive information on RAVE in your first week of camp. This will keep our phone line free to make emergency phone calls and relay information. Parents may reach out to the Camp Director. However the director's priority is to keep the campers safe and may not be immediately available.
- The persons designated to pick up your child are on the emergency contact form. This form is used every time your child is released. Please ensure that only the persons listed on the form can pick your child up from the program.
- You are urged not to attempt to make different arrangements during an emergency. This may create additional confusion and divert staff from their assigned emergency duties.



We look  
forward  
to a great  
summer  
together!

Thank you for reading through  
our Family Guide to Summer Day  
Camp. If you have and questions  
that were not answered in  
this guide, please feel free to  
reach out to [registration@  
seattlemca.org](mailto:registration@seattlemca.org).

[seattlemca.org/camp](http://seattlemca.org/camp)

