



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2024

BEST 
SUMMER
EVER™

**SUMMER
CAMP**

**PARENT
HANDBOOK**



YMCA OF THE TREASURE COAST
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2024 Summer Camp Parent Handbook

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Welcome to Camp!

We are happy your family has chosen to spend this summer at the Y and we are very much looking forward to getting to know you and your child! We have an action-packed ten weeks in store, full of exciting and engaging activities, including swimming, sports, arts & crafts, field trips, in-house presentations, service-learning opportunities, tons of high-quality STEAM programming and so much more! Please review this information, as well as the official 2024 Summer Camp Guide (glossy booklet) to ensure you and your child have the **BEST SUMMER EVER!**

Weekly Activities & Events

Every week of Camp is different, and each group is different. Weekly updates are sent by email, including schedules, events, field trips and swimming for each group. This information will also be available at the Front Desk.

Camper Groups

Camp Teddy Bear, Exploration and Teen Exploration campers are separated into groups based on the grade level they are entering in August 2024. Groups are identified by a color or name. It is important to know which group your child is in to best know their schedule!

Camper are not permitted to switch or change groups. If you believe your child should be moved to a different group due to developmental or interpersonal concerns, please discuss with Natasha.

CAMP TEDDY BEAR – entering Kindergarten

GREEN GROUP – entering 1st grade

YELLOW GROUP – entering 2nd grade

RED GROUP – entering 3rd grade

ORANGE GROUP – entering 4th grade

BLUE GROUP – entering 5th or 6th grades

PURPLE GROUP/TEEN EXPLORATION – entering 7th or 8th grades

Camp Leadership & Staff

Stuart Camps are led by Natasha Concepcion-Muniz, School-age Childcare Director. Natasha is supported by a team of Managers-on-Duty (MODs), ensuring Camp Leadership is available Monday through Friday, from 6:30am until 6:00pm, to assist you with any questions or concerns. The Camp Office phone number is **(772) 286-4444, ext. 234**. If we don't answer, it is most likely because we are out interacting with Campers; please leave a detailed message and we will return your call ASAP! Natasha email is nconcepcion-muniz@ymcatreasurecoast.org.

If you need immediate assistance (emergencies only), please contact the Front Desk at (772) 286-4444 (option 0). Front Desk staff will take your message and get it directly to the camp team. Tressa Everett, Branch Executive Director, may be reached at Teverett@ymcatreasurecoast.org.

Note: *All requests for changes to authorized pick-ups, registrations, schedules, etc. MUST be made online. Please do not leave messages with counselors or other staff, as there can be no guarantee that information will make it to the proper person. Email is the best way to request any other changes!*

We have an awesome team of new and returning counselors, ready to make this the BEST SUMMER EVER! Should you have any concerns regarding staff, please be sure to report them directly to Natasha or an MOD. Camp Counselors will do everything possible to help your child have a fun and successful summer; you can help us accomplish this by keeping in mind the following guidelines:

- Review and discuss Camp Rules and Expectations with your child. Counselors are trained to follow specific procedures for behavior management; unacceptable behaviors will not be permitted to continue.
- Provide detailed, written information regarding any medical or behavioral issues your child may face. Remember, failure to disclose a medical or behavioral concern is extremely unsafe and may result in your child's dismissal from camp.
- Camp Counselors are prohibited from interacting with Campers outside of Camp – this means Counselors MAY NOT be hired as babysitters, etc. Please do not ask!
- Camp Counselors are prohibited from interacting with Campers on social media and have been trained to disclose any pre-existing social media connection with a Camper. If you are aware of any such pre-existing social media connection, please notify Tressa Everett by email. If you become aware of any new social media connection between your child and any member of the Y staff, please notify Natasha ASAP.
- Staff and campers are prohibited from using cell phones during work. If you notice a Counselor on the phone, please notify Natasha Concepcion-Muniz by email with as much detail as possible.
- Encourage your children to talk to you about Camp every day!

Registration Process

Tuition and fees

Tuition is always due the Wednesday before the week of Camp. Any registrations not paid in full by the end of the day on Wednesday will be cancelled and deposits forfeited, without exception. Any registration made after Wednesday will be subject to an additional \$5 late registration fee and must be paid in full at the time of registration.

Tuition may be paid at the Front Desk or online. All Camp tuition and fees are non-refundable and non-transferrable. There is no proration for days not attended.

Requests for ELC Childcare Certificate adjustments should be made prior to registration and you must provide a copy of your Certificate. Adjustments will be made within 5 business days. **Children receiving ELC subsidies are expected to be at camp every day.** Any absence should be accompanied by a doctor's note. If your child is absent more than 3 days in a month, without a doctor's note, he or she may be disenrolled from the program!

If you have applied for a scholarship, but not yet been awarded, you are responsible for 100% of tuition UNTIL the scholarship is approved.

Late pick-up fees of \$1 per minute will be charged beginning at 6:00pm. These fees must be paid in full before your child will be allowed to return to Camp.

Pre-existing Medical or Behavioral Concerns & Medication

Staff will take every step possible to ensure your child has a successful summer and we strive to accommodate any need, within our abilities. Failure to disclose a medical or behavioral concern in the Parent App is extremely unsafe and may result in your child's dismissal from camp. If needed, please email detailed information regarding any medical or behavioral issues your child may face to nconcepcion-muniz@ymcatreasurecoast.org.

Should your child require medication (prescription or over-the-counter) to be administered during Camp, please be sure you have completed and signed the Medication Authorization form, available at the Front Desk. This form requires the parent to provide detailed information regarding the administration of medication, including dosage and administration schedule.

All medication must be stored in the Camp Office. Prescription medications must be kept in the original prescription container, with a legible prescription label. Over-the-counter medications must be kept in the original container and labeled with the date and child's first and last name.

Inhalers, Epi-Pens and other emergency medications may be carried by the child, provided a complete Medication Authorization form is on file in the Camp Office.

Parent Communication & Involvement

YMCA encourages all parents to become active partners in their child's education, in and out of school! We maintain an open-door policy and we strongly encourage parents to volunteer in the program! Extended family and other visitors are also welcome but must be cleared with the Director first. Please visit our website to complete a Volunteer Application if interested!

Effective communication between home and the Program is crucial for your child's success. Please be sure registration forms are completed fully and accurately and that any changes are made at the Front Desk! Look

for valuable information posted on doors, windows and information boards in the Parent Lobby and in carline. We also communicate through email! This includes, but is not limited to, field trips, special lunch opportunities, and in-house presentations.

Illness, First Aid & Accident Reporting

Do not send sick children to camp! If a child shows signs or symptoms of illness (fever, vomiting, diarrhea, etc.) you may be contacted to pick-up your child early. You are expected to arrive within one hour. Your child may not return to Camp until he or she has been symptom-free, without medication, for 24 hours OR you provide a doctor's note stating the child is not contagious and may return.

All Camp Staff are CPR and First Aid certified. In the event of an accident or injury at camp, you will be notified within 24 hours, by phone or in writing, depending on the urgency and severity of the accident.

Drop-off & Pick-up

Drop-off is between 7am and 9am, at the Tiki Hut/car line. **NO EARLY DROP-OFF IS PERMITTED, FOR ANY REASON!**

Pick-up is between 4pm and 6pm, at the Tiki Hut/car line. Between 9am and 3:30pm, pick-up will be in the Wicina Family Program Center. **NO PICK-UP IS ALLOWED BETWEEN 3:30pm and 4:00pm, FOR ANY REASON!** This is a time of transition for all groups to prepare them for an organized and speedy carline, therefore our Counselors will not be able to bring your child to checkout. Any individual attempting to pick up a Camper must be enrolled in the authorization pick up form, with a unique phone number, and be prepared to present a photo ID.

To access the carline, make an immediate right when turning into our driveway. Follow the road around the building until you arrive at the Tiki Hut. If you need to speak to staff, please drop your child off, then drive around to the main parking lot, park and come inside to the Camp Office – **PLEASE DO NOT PARK IN CARLINE!**

On rainy or stormy days, drop-off & pick-up will continue to utilize the carline, though parents may be required to park and bring children to the back door of the gymnasium. Please keep an eye out for signs in carline or at the Tiki indicating when this is in effect. Bring ID and be patient!

Speed limit is 5mph. Please stay as far to the right as possible while in carline to ensure two-way traffic can flow smoothly. Do not attempt to pass other vehicles. Follow all instructions from staff while in carline.

SAFE DRIVING IN CARLINE IS CRUCIAL. UNSAFE OR AGGRESSIVE DRIVING IN CARLINE WILL BE REFERRED TO STUART POLICE DEPT. & YOU MAY BE ISSUED A TRESSPASS WARRANT.

Carline is busiest between 8:30am and 9:00am and again between 4:00pm and 4:30pm. During these times, you may face a wait of 20+ minutes. Please be patient or adjust your schedule.

If dropping-off or picking-up between 9:00am and 3:30pm, you must report to the Camp Office to sign-in; please be patient when dropping-off late or picking-up early as Campers are engaged in activities across our 52-acre campus.

ANYONE ATTEMPTING TO PICK-UP A CHILD FROM CAMP MUST BE AT LEAST 18 YEARS OF AGE AND POSSESS A VALID, PHOTO ID – NO EXCEPTIONS.

NO OFF-SITE DROP-OFF OR PICK-UP IS PERMITTED FOR ANY REASON – NO EXCEPTIONS.

What to Wear & Bring

Closed-toed shoes

For safety reasons, flip-flops, sandals, etc. may only be worn on the pool deck. If your child comes to Camp without closed-toed shoes, you will be required to bring appropriate shoes and your child will wait in the Camp Office until you arrive.

Camp T-shirts

Every camper will be issued two shirts on the first day of camp at no charge. Additional shirts are available at the Front desk for \$10. If your child does not wear a Camp T-shirt on the day of the field trip, one will be provided, and your account will be charged \$10. This fee must be paid before your child returns to Camp.

Lunch, Snacks & Water

Water is always available, and you are encouraged to send your child to Camp with refillable water bottles(s). Please discuss the importance of hydration with your child every day!

Lunch and afternoon snack is provided, at no cost. Additional lunch choices may be available on certain days at extra cost, and you will be notified ahead of time.

We encourage you to send extra HEALTHY snacks and drinks – Camp days can be long, and campers get hungry!

No glass containers; please label everything! No refrigeration or reheating is available.

Vending machines are off-limits to Campers. Please do not send money for them to use these machines.

Swimming

Campers swim every Monday, Wednesday and Friday. Please send your child prepared to swim on these days with swimsuit, towel, sunscreen and change of clothes.

Sunscreen

Camp Staff are prohibited from applying sunscreen to children. Please apply sunscreen before drop-off and teach your child how to reapply throughout the day. We spend a lot of time outside and in the water. No one wants a sunburn!

Money & Other Valuables

YMCA is not responsible for lost or stolen property. Campers should not bring money or valuables to camp, except when requested for special events, souvenirs, etc.

Cell Phones & Electronics

YMCA is not responsible for lost or stolen property and campers are prohibited from using cell phones at Camp. Cell phones and any other electronic devices should not be brought to camp. If they are, they must be powered off and stored inside a closed container (Backpack, lunchbox, etc.). If a camper violates this policy, he or she may have the device confiscated by Staff and returned to parents. Continued violations will result in [additional consequences](#).

Camp Rules, Expectations & Discipline Policy

Camp Rules are designed to ensure all campers stay safe and have fun. Your child's failure to abide by these rules and expectations may result in consequences, up to and including, expulsion from Camp. **Camp fees are non-refundable if a camper is sent home for disciplinary reasons.**

Four Simple Rules

- Campers take **RESPONSIBILITY** for their actions.
- Campers **RESPECT** themselves, each other, camp equipment and the environment.
- **HONESTY** is the basis for all relationships and interactions
- Campers are **CARING** in their relationships with others.

Campers should talk to a counselor or any camp staff member if they are uncomfortable with any experiences or need assistance while at camp.

Examples of unacceptable behavior:

- Refusing to follow behavior guidelines or camp rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging personal or camp property
- Refusal to participate in activities and cooperate with staff
- Disrupting a program
- Endangering the health and safety of children and/or staff

- Use of illicit drugs, alcohol or tobacco, or sexual conduct of any kind
- Teasing, making fun of, or bullying other campers or staff
- Fighting of any kind

Physical violence or bullying toward another camper or staff member will result in immediate suspension for the remainder of the camp week; a second offense will result in expulsion for the remainder of the summer. Camp fees are non-refundable if a camper is sent home for disciplinary reasons.

Bus Rules Failure to follow these rules may result in loss of bus-riding privilege and/or additional consequences, as defined in the School-age Childcare Handbook and/or Summer Camp Booklet.

- Campers are expected to demonstrate Caring, Honesty, Respect & Responsibility and to follow all general behavior guidelines and expectations while on the bus.
- Campers must not use cell phones or other personal electronics; these devices must be stored in a backpack or lunch box during Camp.
- Campers must wear seatbelts when bus is in motion.
- Campers must remain seated and facing forward when bus is in motion.
- Campers must not hang or throw anything out the window, including body parts (arms, etc.).
- Campers must maintain “inside voice” volume; no yelling, screaming, screeching, etc.
- Campers must not eat or drink on the bus.
- Campers must be silent (Y’s up) when bus stops at railroad crossings.
- Campers must not exit the bus until directed to do so by staff; seatbelt straps should be hung over seat back and all garbage picked up before exiting the bus.

Field Trip Rules

- Campers are expected to demonstrate Caring, Honesty, Respect & Responsibility and to follow all general behavior guidelines and expectations during field trips.
- Campers must wear Y Camp shirt on all trips; campers not wearing a Camp shirt will be provided one and your account will be charged \$10.
- Campers must not use cell phones or other personal electronics; these devices must be stored in a backpack or lunch box during Camp.
- Campers must remain in their assigned groups and/or “buddy” & with assigned counselors.
- Campers must request restroom breaks from staff, if needed between scheduled restroom breaks. YMCA Child Accountability Policies require staff to visually inspect public restrooms for safety prior to allowing children to enter; children must be escorted in groups of three or more.
- Campers must follow any additional rules and expectations presented at any individual field trip location or experience.

Camper Cell Phone/Personal Electronic Policy

Camp is a safe place for youth to develop authentic and positive relationships with peers and adults, while growing and developing – intellectually, emotionally and physically. Camper’s use of personal electronics during structured Camp time interferes with Camper’s ability to participate in authentic interactions and planned activities. The Y recognizes the value of instant communication and expects Campers to keep any personal electronic device powered-off and stored in backpack or lunchbox while at Camp.

1st violation (counselor discretion) – redirection (Camper is reminded of the rule and directed to store device); *2nd violation (counselor discretion)* – confiscation (Phone is taken from Camper, securely stored in Camp Office and returned to Parent/Guardian at the time of pick-up); *3rd violation* – Parent/Guardian contact (Parent/Guardian must pick-up phone in Camp Office and sign “Final Warning” document); *4th and subsequent violation* – referral (“major” infraction – defiance; suspension or greater consequence).

Exceptions: (1) in the event of an emergency any camper is permitted to use personal electronics to contact emergency services, the Y, and/or the Camper’s responsible party.

Y-owned Technology Use Policy

Technology is one way of enhancing the Y’s mission of Youth Development! The Wicina Family Program Center features a well-equipped technology lab, featuring Google Chromebooks. We want our children to embrace appropriate use of technology so they may become responsible digital citizens.

The Y will provide secure and filtered access to the internet through the Y’s wireless network. Use of Devices and the network is encouraged. The use of technology to access educational material is a privilege. When abused, privileges may be revoked, and disciplinary consequences may be issued. When respected, these privileges benefit the child and the Programs.

Technology Rules

1. Eating and drinking is not allowed in the Tech Lab and/or when using a Device.
2. Device must be signed-out and -in with each use.
3. Devices are to remain in the Tech Lab (or area assigned by staff).

Prohibited Activities – The following activities are prohibited while using Y-owned Devices and/or accessing the Y’s wireless network:

- Accessing any content that may reasonably be considered “inappropriate” in a childcare setting;
- Accessing social media, or any other communication platform not explicitly authorized by Staff;
- Photographing and/or recording (audio and/or video) any child without explicit authorization from Staff;

- Engaging in any form of illegal activity;
- Attempting to bypass any network filters and/or security features (i.e.: “hacking”);
- Engaging in any form of cyber-bullying or any other practice that may, in any way, reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Discipline Procedures

REDIRECTION: Staff will redirect the camper to more appropriate behavior.

STOP & THINK: If inappropriate behavior continues, the camper will be reminded of behavior guidelines and camp rules, and the camper will be asked to decide on action steps to correct his/her behavior.

REFERRAL: If a child’s behavior still does not meet expectations and is affecting the experience of other campers, he/she will be referred to the Camp Office; consequences may include, but are not limited to loss of privilege(s), phone call home, parent conference, etc.

SUSPENSION/EXPULSION: If inappropriate behavior continues, as a last action step, the camper may be dismissed from camp for a period, up to the remainder of the summer. **Camp fees are non-refundable if a camper is sent home for disciplinary reasons.**