

Parent Handbook Summer 2010



YMCA Day Camp Christmas Tree

Ridgedale YMCA
12301 Ridgedale Drive
Minnetonka, MN 55305
952-544-7708

Camp Christmas Tree Address

6365 Game Farm Rd
Minnetrista, MN 55364
Camp Christmas Tree phone # (summer only June 14-September 3)
952-472-1018
christmastree@ymcampls.org

Camp Director: Becca Fink

Becca.fink@ymcampls.org

Billing and Payment Information

YMCA Customer Service Center
2125 E. Hennepin Ave.
Suite 100
Minneapolis, MN 55413
Phone: 612-230-9622 or 612-822-2267
Fax: 612-465-0559
customerservice@ymcatwincities.org

ymcatwincites.org

Please check our website for news and events.

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The Goal of YMCA Day Camping

The goal of the YMCA Day Camping, as of any YMCA program, is to help campers grow physically, mentally and spiritually. Using a natural camp site and providing challenging activities in both small and large group settings under the guidance of caring, well-trained staff members, YMCA Day Camping gives children an experience that lasts a lifetime. This experience is grounded in certain objectives that characterize all YMCA programs.

**All YMCA programs are based on the Four Core Values
CARING – HONESTY – RESPECT - RESPONSIBILITY**

A Typical Day

9:15 – 9:45	Opening Ceremony
9:45 – 10:00	Snack/Small group time
10:00 – noon	Traditional Camp Activities
12:00 – 12:30	Lunch
12:30 – 3:15	Traditional camp activities
3:15 – 3:30	Closing ceremony
3:30-3:45	Load buses

What to Bring to Camp

Label all items with first and last names.

Please note Specialty Camp List varies. See below.

- Non-perishable Lunch & 2 snacks
- Swim suit and towel
- Rain Jacket and/ or sweatshirt
- Insect Repellent
- Sunscreen
- Water bottle
- Wear tennis shoes that can get dirty
- Pack everything in a labeled backpack

Please Do NOT Send

- Electronic equipment, radios, walkman, cards/games, personal sports equipment except when requested for specialty camp.
- Firearms, pocket knives or weapons
- Extra money
- Pets
- Alcohol and drugs
- Unregistered friends/family

What to Bring to Specialty Camps

ARCHERY:

- Camp will provide all bows and arrows. Please do not send personal bows or arrows.

FISHING:

- Campers may bring your own fishing pole and tackle box. (Some are available for campers to use however)
- Remove all hooks for the bus ride.
- Bait will be provided.
- Poles will stay at camp until Friday.
- All Fishing Campers will be required to wear an approved life jacket while fishing, life jackets will be provided by camp

WATER SPORTS:

- Swimsuit each day. (Life Jackets will be provided by Camp).

HORSE CAMP: (Things to bring each day for a safe riding experience):

- Loose fitting long pants with straight legs, avoid Capri pants (campers are not allowed to ride in shorts)
- Hard soled boots or shoes with heels 1/4 " - 1/2" high (avoid canvas tennis shoes or loafers)
- Jackets should not be loose or floppy
- Long hair should be tied back
- No bandanas will be worn on horse
- HSA approved Safety helmets will be provided by the YMCA
- **Not all horse time will be spent on horses.**
- **For safety reasons campers may not ride in extreme heat or wet conditions.**

Message from the Minnesota Department of Health

If a horse gets West Nile it does not increase the risk of West Nile in people. Concerning mosquitoes and ticks, risk can be managed by applying repellents that contain 7% deet.

Prompt tick removal, by the counselor will prevent Lyme's Disease transmission.

Prompt treatment of anybody showing Lyme's Disease symptoms will prevent the later more severe stages of the disease. Visit www.health.state.mn.us.camps for more information.

CANOEING & KAYAKING:

- Extra pair of shorts or pants. (Lifejackets will be provided by Camp).

CLIMBING CAMP:

- Closed toe shoes

Traditional Camp Activities

- Free Swim
- Archery
- Teambuilding
- Nature Studies
- Art Projects
- Songs
- Canoeing
- Picnic/Cookout
- Small and Large group games

FAQ

Know your staff

- Each staff member goes through an extensive hiring process including a criminal history background check, reference checks and an interview. Staff receive over 40 hours of training including training in camp program areas, relating to children, health and safety skills and are First Aid and CPR certified. All staff are committed to being positive role models for campers.

Where is the lost and found?

- Lost items will be held for two weeks, and after that they will be given away to a local charity. Please check with the Camp Staff AND the branch for lost items.
- We will do our best to help campers remember their things; however the YMCA is not responsible for lost or stolen items.

What about rainy days and severe heat?

- Camp is held rain or shine. We have many fun-filled activities planned for rainy days. **CAMPERS MUST DRESS ACCORDINGLY FOR THE WEATHER WITH APPROPRIATE RAIN GEAR!**
- Your child may come home wet and muddy. Activities are modified outside to fit rainy days and will continue as long as it is not lightning or thundering. Some of the best camp memories for children can be had on rainy days!
- To keep campers safe during extremely hot days, we will occasionally cancel certain activities. We always encourage campers to drink lots of water and will play more water games and stay in the shade.

Is camp prepared for severe weather?

- All of our staff have been trained in emergency procedures.
- If a tornado warning has been issued while the children are at camp, they will be instructed to go to the Tornado Shelter at camp.
- **The camp director will notify the YMCA immediately if the bus will be delayed.**

Is someone else picking up your camper?

- If you are arranging for persons who are not on your authorized to transport list to pick up your child from camp, you must send a **written** permission slip.
- We will not accept phone calls.
- Authorized individuals will be responsible for signing your child in and/or out.
- ***It is very important to remember that you and all authorized persons need a picture ID to pick up your camper(s)!***

What if I'm late for pick up?

- We will try and reach you.
- If we do not reach you, we will call persons listed as emergency contacts.
- Campers will be transported to the Before and After Care site.

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Please check our website for news and events.

- After 1 hour we will call authorities to ensure the safety of your child.

I'm nervous about swimming. What can you tell me about it?

- All children at camp will have the opportunity to swim.
- Counselors are required to swim with the campers or watch from the beach when their group is swimming.
- Children will never be forced to swim if they don't want to.
- Campers are required to take a swim test to ensure their safety.
- Campers may be required to wear a lifejacket depending on swim ability.

What are the safety guidelines followed for boating?

- Our boating program is an introductory opportunity for children to learn basic boating and safety skills.
- All children and staff wear life jackets while in the boats and a Certified Lifeguard is always present and in sight of all boats while children are boating.

What if my child(ren) is ill or will not be able to attend Day Camp during the week?

- Please call camp. If no one is available to take your call, please leave a message on our voice mail. This ensures the safety of each camper.

What if my child is injured during the program?

- If your child is injured YMCA staff will notify you.
- In case of an emergency, the YMCA staff will:
 - Call 911, perform immediate First Aid and contact you. After 911 has been called, it is then up to the emergency response team to decide what actions will be taken.
 - Staff will accompany the child to the hospital and stay until the parent/guardian arrives, if emergency transport is required.
 - If a parent/guardian is not able to be reached, we will continue to call through your designated emergency contact list until contact is made.

My child needs care before and after the bus stop times?

- Before and after care provides the camper with supervised activities prior to and following the end of the program day.
- A late fee of \$1.00 per minute must be paid at the time of pick-up.
- Please go to www.ymcatwincities.org, select day camps and click on camp location for specific before and after care information.

My child mentioned something about emergency procedure drills. What exactly are these?

- To ensure the continued safety of all campers in case of an emergency, we will hold emergency procedure (waterfront emergency, lost camper, tornado warning, bus evacuation) drills on a regular basis.
- It is important that your child participate in these drills, just like they participate in fire and tornado drills at school.

Family Night

Family Night is a time when we invite families to come experience Day Camp first-hand.

Reasons to Attend Family Night:

- Opportunity to show off camp.
- Opportunity to meet your child's counselor.
- Spend time with your family on a relaxing summer night!
- Camper's Program 7:00-8:00 in Camp Christmas Tree Amphitheater (songs and skits performed by each group)
- Circle Y Horse Show, during second week of their program.

JOIN US FOR SUPPER!

Brats, hot dogs, chips and drink prepared by the exquisite Minnetonka Y-Service Club Chefs, will be on sale every Thursday from 5:30-6:45.

There will be no Family Night on July 1 or September 2.

Family Night Directions and Parking

Parking for Family Night is at Mound Westonka High School. Shuttles will be running all evening to take you to and from Camp Christmas Tree.

394 West, to County Road 15 West, to County Road 110/Commerce Blvd in Mound, Take a right on 110, take a left on Sunnyfield Rd E. Park at Mound Westonka High School on the left.

CAMP CHRISTMAS TREE 2010 BUS SCHEDULES

PONY BUS

Meadowbrook Elementary 5430 Glenwood Ave., Golden Valley	8:00 a.m./5:00 p.m.
Cedar Manor Elementary 9400 Cedar Lake Rd., St. Louis Park	8:15 a.m./4:45 p.m.
Hopkins West Jr High 3830 Baker Rd, Minnetonka	8:25 a.m./4:35 p.m.
Groveland Elementary 17310 Minnetonka Blvd, Minnetonka	8:35 a.m./4:25 p.m.

RACCOON BUS

SLP Central Community Center 6300 Walker St., St. Louis Park	8:00 a.m./5:00 p.m.
Eisenhower Community Center 1001 Hwy. 7, Hopkins	8:15 a.m./4:45 p.m.
Excelsior Elementary 441 Oak St., Excelsior	8:30 a.m./4:30 p.m.

TOUCAN BUS

Glen Lake Elementary 4901 Woodridge Rd., Minnetonka	8:00 a.m./5:00 p.m.
Clear Springs Elementary 5701 Hwy. 101, Minnetonka	8:15 a.m./4:45 p.m.
Minnewashta Elementary 26350 Smithtown Rd., Excelsior	8:30 a.m./4:30 p.m.
Pond Arena 2121 Commerce Blvd., Mound	8:55 a.m./4:05 p.m.

PENGUIN BUS

Ridgedale YMCA 12301 Ridgedale Dr. Minnetonka	8:00 a.m./5:00 p.m.
Plymouth Creek Elementary 16005 41st Ave. N., Plymouth	8:25 a.m./4:35 p.m.

BUMBLEBEE BUS

Oakwood Elementary 17340 Cty. Rd. 6, Plymouth	8:00 a.m./5:00 p.m.
Wayzata Community Church 125 Wayzata Blvd., Wayzata	8:20 a.m./4:40 p.m.
Orono Middle School 800 Old Crystal Bay Rd., Long Lake	8:40 a.m./4:20 p.m.

TURTLE BUS

Sunset Hill 13005 Sunset Trail, Plymouth	8:00 a.m./5:00 p.m.
Ridgedale YMCA 12301 Ridgedale Dr. Minnetonka	8:20 a.m./4:30 p.m.

FROG BUS Only Runs Weeks: June 21, June 28, July 19, July 26 August 16 and August 23

Watertown/Mayer Elementary 500 Paul Ave., Watertown	8:00 a.m./5:00 p.m.
Mayer Community Center 413 Blue Jay Ave., Mayer	8:15 a.m./4:45 p.m.
Southview Elementary 225 W. 4th St., Waconia	8:30 a.m./4:30 p.m.
St. Bonifacius School 8801 Wildwood Ave., St. Bonifacius	8:40 a.m./4:20 p.m.

KOALA BUS Only Runs Weeks: July 5, July 12 and August 2 and August 9

Guardian Angels Elementary 217 W. 2nd St., Chaska	8:00 a.m./5:00 p.m.
Chanhassen Recreation Center 2310 Coulter Blvd., Chanhassen	8:25 a.m./4:35 p.m.

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Bus Program

- Camp Counselors will ride and supervise all buses.
- We do not staff the bus stops.
- Please be at the bus stop at the designated pick-up and drop-off times to meet your child.
- **If no one is there to pick up your child, the bus will wait 5 minutes past the scheduled time, then finish the route and bring your child to the Ridgedale YMCA.**
- Your child's day begins on the bus. During the ride, counselors will lead songs and games to make the bus ride a fun part of the day.
- If you have not indicated your bus stop on your registration form, or need to make a change, please contact the YMCA Customer Service Center at 612-230-9622.
- It is very important to have your child's name on the bus roster due to limited seating.
- The YMCA makes every effort to be on time. Due to traffic and road construction, buses may be delayed at times. Please contact the YMCA for an update if buses are running behind schedule.
- Please review the following important bus rules with your child before they attend camp.
- Please check with camp prior to making arrangements to ride home on another bus, even for one day. Often buses are at capacity and we cannot accommodate.

Bus Rules

- Campers must remain in their seats.
- Always check on and off the bus with the Bus Captain.
- No eating or drinking (except water) on the bus.
- All campers must sit on a seat and face forward. (No lap sitting and no one in the aisle.)
- All body parts and belongings are to remain inside the bus at all times.
- Hands remain to yourself.
- No fighting or screaming.
- Let a counselor know if something is wrong right away.
- The emergency exits should be used only during an emergency.
- Please participate in bus games and songs.
- If a child's behavior does not meet these standards, parents will be notified; seating arrangements may be made and if problems persist riding privileges may be revoked.

Bus Safety and Authorized Pick-ups

- Safety of your child is the number one priority at the YMCA.
- Day Camp has bus security procedures. It is not our intention to offend or question anybody's right to pick up a child. They are in place for the safety of your family.
- **We will only release children to individuals listed as authorized to pick up, no exceptions.**
- **We will be checking ID's of parents/guardians and all authorized persons as children are picked up. Please make all authorized people on your list aware of this.**
- If you will be giving your child permission to ride his/her bike or walk home from a bus stop, a Child Release Waiver will need be filled out before your child will be released without an adult's signature. (certain restrictions apply)
- You will be asked to sign your children on & off of the bus each day. To expedite this process, we ask you to be near the bus and ready to sign children in/out, so our buses can remain on schedule.

PLEASE ALLOW YOURSELF A FEW EXTRA MINUTES TO LOCATE THE BUS STOP ON MONDAY MORNINGS!

YMCA Day Camp Behavior Guidelines and Discipline Procedures

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Please check our website for news and events.

Discipline Procedures

When a camper does not follow the behavior guidelines, we will take the following action steps.

1. Staff will redirect the camper to more appropriate behavior.
2. 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.
3. Staff will document the situation, the inappropriate behavior and action taken. Parents will be notified.
4. If the situation is not resolved and inappropriate behavior continues, as a final action step, the camper will be dismissed from camp.

Unacceptable Behavior

- Refusing to follow the 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 the program
- Leaving the program without permission
- Endangering the health and safety of children and/or staff
- Physical violence or bullying/teasing toward another camper or staff will not be tolerated.

Medication and Illness Procedures

- For the health and safety of all children in our programs please do not send your child to YMCA programs if they are ill. Please notify camp if she/he will not be attending.
- Children must be free from symptoms for at least 24 hours before returning to the YMCA and any contagious illness should be cleared by a doctor.
- Parents/Guardians must notify the Camp Director if their child contracts a communicable disease, as soon as diagnosed. When a communicable disease occurs, the YMCA will notify other participants in writing, including cause and symptoms.

ADMINISTERING MEDICATION

Medication must be sent in a prescription-labeled bottle. The staff may only dispense prescribed medications in the original container directions; that bears the original label displaying legible information stating the following:

- name of medication and child's name
- date of original issue
- directions for use
- prescription number and expiration date
- physician's name
- dosage and duration
- name and address of licensed pharmacy issuing the medication