

Parent Handbook Summer 2010



YMCA Day Camp Kici Yapi

Southdale YMCA
7355 York Ave. S
Edina, MN 55435
952-835-2567

Camp Kici Yapi Address:

13220 Pike Lake Tr. NE
Prior Lake, MN 55372
Camp Kici Yapi # (summer only 6/7-9/03)
952-445-4700
kiciyapi@ymcampls.org

Camp Director: Liza Tickle

ltickle@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.

TABLE OF CONTENTS

What to Bring to Camp	page 3
A typical camp day	page 5
Family Nights	page 5
Frequently Asked Questions	page 6
Before and after care	page 8
Bus Information	page 8
Behavior and Discipline Guidelines	page 10
Child Protection Policy	page 10
Medication & Illness Procedures	page 11
Billing and Payment Information	page 11

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 of:
CARING – HONESTY – RESPECT - RESPONSIBILITY**

WHAT TO BRING TO CAMP

Please label the following items with first and last name.

- 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

SPECIALTY CAMPS -What to Bring

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

- Loose fitting long pants with straight legs (campers are not allowed to ride in shorts)
- Boots or shoes that have hard soles. Absolutely no sandals.
- Long sleeved shirts or sun block lotion.
- Jackets should not be loose or floppy.
- Long hair should be tied back.
- **Safety helmets will be provided by the YMCA.**

For safety and efficiency of learning basic and/or intermediate horsemanship and riding techniques, the proper clothing is essential. Please remember that there will be absolutely no riding in shorts. Unfortunately there are no refunds for days missed due to improper dress.

Horses will not be ridden when it rains, when lightning is seen or during extreme heat. During these times campers will do other learning activities with the horses.

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.

www.health.state.mn.us.camps

CLIMBING CAMP:

- **All Equipment is provided by the YMCA**

OUTDOOR LIVING SKILLS CAMP:

- **All equipment is provided by the YMCA**

FISHING CAMP:

- **The YMCA will provide the fishing poles and the bait however campers are certainly welcome to bring their own if they wish!**

EXTREME CAMP:

- **All Extreme campers will need to provide their own helmets, elbow pads, knee pads, and skateboard or roller blades for the day they attend the Tri-city Skatepark.**

Extreme Camp Schedule:

Monday: All day at Camp Kici Yapi

Tuesday: Morning at Tri-City Skatepark, afternoon at Camp Kici Yapi

Wednesday: All day climbing at Taylors Falls—campers must be picked up from the Southdale YMCA at 5:00 pm.

Thursday: Morning at YMCA Camp Streefland—high ropes course, afternoon at Camp Kici Yapi

Friday: Camp Kici Yapi.

Extreme Campers will ride the bus to and from camp or get dropped off and picked up as usual with the exception of Wednesday.

A TYPICAL DAY

9:00 – 9:30am	Opening Ceremony(Songs, bus cheers, announcements)
9:30 – 10:00am	Snack/ fort time
10:00am – 12:00pm	Traditional Camp Activities (ex: archery, canoeing, crafts, giant slide)
12:00pm – 12:30pm	Lunch
12:30 – 3:15pm	Traditional camp activities (ex: kayaking, cook-out, swimming, tie-dye)
3:15 – 3:30pm	Closing ceremony
3:30-3:45pm	Load buses

Traditional Camp activities

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

Family Night...great reasons to attend:

- Provides your child an opportunity to show off the camp site.
- Gives you the opportunity to meet the counselors.
- Come spend some time with your family on a relaxing summer night.
- See the staff program in the Kici Yapi Amphitheater. (*No program June 10th*).

Campers will return on their bus at the regular time and will come back to camp with parents in the evening. Families are welcome to come to any and all family nights.

ymcatwincites.org

Please check our website for news and events.

JOIN US FOR DINNER!

The Y's Men Diner will be open during Family Nights.
We invite you to come and have dinner at Camp Kici Yapi.

\$3.50 - Hot Dog

\$4.50 - 2 Hot Dogs or 1 Brat

Served with beans, chips, cookies and a beverage.

The proceeds from the Y's Men Diner go toward camp
scholarships and improvements at camp.

We look forward to seeing you at camp!

Family Open House

Thursday June 10, 2010

6:00—7:30 pm

Family Nights:

Thursday - June 24, 6:00 pm - 7:30 pm

Thursday – July 15, 6:00pm – 7:30 pm

Thursday, August 5, 6:00 pm – 7:30 pm

Thursday, August 26, 6:00 pm – 7:30 pm

FREQUENTLY ASKED QUESTIONS

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 pool deck 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.

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 transported to Eagle Creek Elementary school.
- **The camp director will notify the YMCA immediately.**

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.

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 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.
- Your assistance and understanding in this matter is greatly appreciated.

Who will be my child's counselor?

- 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 and found items will go to the Southdale YMCA and be held for two weeks. After two weeks the items will be given to a local charity.
- We will do our best to help campers remember their things; however the YMCA is not responsible for lost or stolen items.

BEFORE AND AFTER CAMP CARE

Before and after care provides the camper with supervised activities prior to and following the end of the program day.

- Please go to www.ymcatwincities.org, select day camps and click on camp location for specific before and after care information including locations and times.

For each minute a child is not picked up as After Care closes, a late fee of \$1.00 per minute will

BUS INFORMATION

- Camp Counselors will ride and supervise all buses.
- We do not staff the bus stops.
- Bus schedules will be sent to you 10 days before your session begins.
- 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 Southdale 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 Business 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.

ymcatwincities.org

Please check our website for news and events.

- 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 Schedules: go to www.ymcatwincities.org, select day camps and click on camp location.

BUS RULES

Safety on the bus always comes first:

- 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 persistent riding privileges may be revoked.

BUS SAFETY . . . persons authorized to pick up

- 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 their 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!******

BEHAVIOR GUIDELINES AND DISCIPLINE PROCEDURES

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.

CHILD PROTECTION POLICY

Our top priority is your child's safety. If you witness or feel that your child is in danger of any type of verbal, physical, sexual, or emotional abuse please report to the Human Resource Department at 612-465-0551.

- Parents are allowed to observe the program at any time without prior notice.
- Staff and volunteers should contact your family regarding program information through telephone, notes in backpacks, or in person. Computer communication (emails, chats) to children or families is not permitted (this excludes Day Camp Director and Executive Director).
- Staff and volunteers should not ask children to participate in other activities outside the YMCA unless previously cleared by the YMCA Executive Director and parent or guardian in writing.
- Staff and volunteers are not allowed to transport children in their own vehicles.
- Staff and volunteers are not allowed to baby-sit children (met through the YMCA) outside the program area unless previously cleared by the YMCA Executive Director and parents or guardian in writing.
- Staff and volunteers are not allowed to give special gifts to participants for any reason.

IF A STAFF OR VOLUNTEER HAS BROKEN ANY OF THE ABOVE RULES PLEASE REPORT THIS
IMMEDIATELY TO Human Resource Department.

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

BILLING AND PAYMENT INFORMATION

Full payments are due 1 week prior to your child's attendance. In order to accommodate your billing/payment questions, please contact the YMCA Customer Service Center at:

Phone: 612-230-9622 OR 612-822-2267

Fax: 612-465-0559

E-mail: customerservice@ymcatwincities.org

Address: 2125 East Hennepin Ave
Suite 100
Minneapolis, MN 55413