



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Hot Springs Family YMCA Summer Camp Handbook

Camp Location:
First Lutheran Church
105 Village Road
Hot Springs, AR 71913

Revised 03/2024



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Summer Camp: Summer of WONDER!

Welcome to Summer Camp at the Hot Springs Family YMCA!
We are so excited to have you here!

Please read this guide ***before*** camp begins and share the information with your camper so that everyone is familiar with our camp policies and safety guidelines.

To ensure you have a ***wonderful*** summer, here are our top tips:

For Parents:

- *Communicate, communicate, communicate!* Please let us know about any needs your camper has **before** camp begins. If questions or concerns come up during camp, reach out! We are here to support you and your child's summer success!
- *Label everything!* We do our best to help campers keep up with items, but labels can make a huge difference in returning lost items to their rightful owners.
- *Don't worry about sending food--*we provide healthy breakfasts, lunches, and snacks every day! If you do decide to send lunch, please send healthy, whole food (No fast food). No peanuts/nuts in any form, please.

For Campers:

- *Lay out your camp clothes the night before.* Make sure you wear closed-toe shoes and something comfortable for the hot weather and being active.
- *Try new things!* You might discover a new friend or hobby.
- *If you need help, please ask!* Our counselors want to make sure you have a great experience. Sometimes we seem busy, but we are here for everyone and that includes **you!**

Important Phone Numbers/Contact Information:

Hot Springs Family YMCA:

501-623-8803

Summer Camp Phone:

501-538-8190

Amanda Rhodes

Senior Childcare Director:

arhodes@hsymca.org

Carla Bruce

Summer Camp Director:

cbruce@hsymca.org



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Open House:

Thursday, May 30th, 2024 at 6:15 pm

Location: First Lutheran Church
105 Village Road Hot Springs, AR 71913

Come meet our staff, explore our summer facility, and ask questions! 😊

2024 Themes:

- Week 1:** Summer through the Decades, *June 3rd-7th*
- Week 2:** Wild, Wild West, *June 10th-14th*
- Week 3:** Adventures in Nature , *June 17th-21st*
- Week 4:** Deep Sea Diving, *June 24th-28th*
- Week 5:** Cooking Club, *July 1st-5th (closed July 4th)*
- Week 6:** Color Craze, *July 8th-12th*
- Week 7:** Splashtacular, *July 15th-19th*
- Week 8:** Olympics in Paris, *July 22nd-26th*
- Week 9:** Camp Carnival, *July 29th-August 2nd*
- Week 10:** Out of this World, *August 5th-9th*

****Note: We will not be attending Magic Springs this summer.***

*****You will be informed of field trips a week prior.***



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Camp Dates and Ages:

Camp will run from June 3rd, 2024 - August 9th 2024.

Our youngest campers are 5 years old and rising kindergarten students.
Our oldest is 13. *Campers are grouped by age brackets!*

Camp Days/Hours of Operation:

Days: Monday - Friday

Time: 7:30am - 5:30pm

Camp Location:

Home base for Summer Camp will be at First Lutheran Church, 105 Village Road, Hot Springs, AR. We will come to the Hot Springs Family YMCA to use the pool and indoor/outdoor playgrounds. The Hot Springs Family YMCA is located at 130 Werner, Hot Springs, AR.

We will also take field trips throughout the summer. *Please be aware of permission slips and weekly schedules that will be sent home to stay informed!*

Admission and transportation costs to field trips are **included in camp fees. Extra money will **not** be needed for field trips.*

Staff:

Expect excellence at our YMCA Summer Camp! Our well-trained counselors mentor and care for your child. Counselors and staff are required to complete a minimum of 35 hours of pre-camp training including, but not limited to, youth CPR and first aid, AED, child abuse prevention, child development, and new this year, Camp Calm which is aligned with Conscious discipline practices. We conduct background checks and drug screenings on all camp counselors and employees as mandated by state licensing. We train our counselors and staff in conflict resolution techniques and encourage campers to be inclusive of all!

At the Y, we celebrate our differences!

Staff to Camper Ratios

As a DHS-licensed facility, we maintain a staff-to-child supervision ratio that meets or exceeds, licensing standards. The guidelines are as follows:

1 staff per 18 children - Kindergarten and above

1 staff per 15 children - Age 5, but not yet in kindergarten (Pre-K)



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What to Bring to Camp:

- **Closed-toe shoes:** We will spend lots of time running and playing, both indoors and out. For this reason, shoes that cover the toes and have a strap on the back to hold them in place **are required.**
- **Sunscreen:** Since we will spend a lot of time outside, sunscreen is a must. Please label each bottle.
- **Water bottle:** Please bring a labeled water bottle for your camper to keep with them and refill throughout the day.
- **Swimsuit:** Please make sure it is labeled.
- **Towel:** Again, please label.
- **Plastic bag:** For wet swimsuit and towel.

What NOT to bring:

- **Cell phones, iPads, game devices, etc.:** If it has a screen, please leave it at home. The goal of this camp is to provide campers the opportunity to be *present and connect with others* while they are here.
- **Food:** Unless there is a documented allergy, there is no need for campers to bring food. If food must be sent, please send healthy, whole foods. *Breakfast, Lunch, and afternoon snacks will be provided for campers.*
- **Nuts/Peanuts:** We are a nut-free facility due to common nut allergies.
- **Weapons:** This includes pocket knives.
- **Animals**
- **Personal Sports Equipment:** The Y will supply everything each camper needs.
- **Toys:** Toys should be left at home. Your child will experience enriching and interactive play while they are here.

The Hot Springs Family YMCA is not responsible for lost, stolen, or damaged items. A Lost & Found table will be on-site. Items not claimed by the end of the summer will be donated to a charitable organization.



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Goals and Outcomes for Campers:

At the Y, we stand for youth development, healthy living, and social responsibility. Our goal is to provide a safe summer full of fun and friendship and also to intentionally plan developmentally appropriate activities for each age group. We want to engage campers in appropriate challenges to help them grow and make new memories while supporting their social and emotional development. As such, our goals for campers include:

1. Friendships: make and maintain friends
2. Independence: apply problem-solving skills learned without help when appropriate
3. Problem-solving: learn how to approach a problem and try different solutions, whether these be social or within a game or activity
4. Teamwork: work with others to achieve a common goal, using good listening skills, utilizing one's own voice, and making compromises
5. Citizenship: feeling important within one's family, within our city, and at the Y
6. Competence: learn new skills and be able to share them with others
7. Exploration: try new things and allow yourself to be curious
8. Confidence: feeling strong in one's abilities to problem solve or develop another skill
9. Connectedness: feel attached to the camp values, other campers, and staff.

Central to our mission is encouraging campers to live by the Y's four core values:

Honesty, Caring, Respect, and Responsibility.

Our staff is dedicated to living by these positive values and mentoring our campers through teachable moments.

Parent Responsibilities

All registration forms, supply fees, and payments **must be returned to the YMCA at least two business days before their first day of camp.** All registration and medical forms **must** be completed or your child will **not** be allowed to attend Summer Camp.

Camp Fees and Payment Policies

Registration Fee (non-refundable) - \$30.00

Member*: \$135.00/week

Non-member: \$148.00/week

*Campers must register for a full week. There are no daily/drop-in registrations.

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*A member rate applies when the camper is a member. This can be with a family or youth membership.

*A \$5.00 discount on the weekly fee will be given to additional children in the same family.

Note: Each child has one vacation week that can be applied. These are weeks you sign up for that you may not need. You will not be charged tuition for that week, however, you must let us know before the week begins!

- **As of 2023:**
 - **All tuition must be paid by an automatic draft. You will need to have a credit card, or checking account on file. Weekly drafts will be charged to your account each Friday for the next week. Please complete the attached form to include your bank information for automatic draft purposes.**

After two weeks of delinquent payments, a camper will not be allowed back at camp until payments are caught up.

Changes in Information: Please notify the Camp Director immediately of any phone number, address, medical, or authorized pickup persons **in writing.**
We cannot accept changes verbally.

Involvement: We encourage parents to discuss any questions or concerns about Summer Camp with us. We also encourage you to stop by and see all of the things your child is experiencing! Please stop at the office to sign in so that everyone knows you are here. Thank you!

Communication: As we have mentioned, excellent communication is **key** for a successful summer for all of our campers, parents, and staff. Please share any information about behaviors we can expect from your child at camp so that we can be partners in working effectively with your child. We will also send out newsletters via email, and messages on the GroupMe app.

GroupMe: We will be using this App for all Summer Camp Information. As families register, we will add you. Please either call the numbers above or *Direct Message* within the app to ensure privacy is maintained for all families. You can Direct Message either myself or Mrs. Carla by clicking on our name, and then choosing 'Send a DM'. If at any point you need assistance in this process, we would be happy to show you how!



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Drop off/Pick up Procedures: Each child must be signed in and out each day alongside the time. Sign-in begins at 7:30am, and pick-up is no later than 5:30pm.
\$1 will be charged per child/per minute after that time.

If a parent is called to pick up a child during the day due to illness, unsafe behaviors, or an emergency, the parent or an authorized contact is required to pick up the child **within thirty (30) minutes.**

Contacts: If the primary guardians cannot be reached during an emergency, we will contact the authorized pick-up persons you listed on the registration form. Photo ID will be checked if staff do not recognize the individual picking up. Please keep in mind that some staff may be more familiar with a parent or contact than others, so it is always important for the person picking up to have a photo ID available.

In accordance with our policy on the release of children, if the parent(s) or person(s) authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the staff/supervisor in charge, the child would be placed at risk of harm, the camp will ensure that the child may not be released. Proper authorities will be called when warranted.

Health Care Information

Staff who are certified in CPR and First Aid are on-site each day and accompany campers on field trips to handle minor injuries and illnesses. **It is important to inform us of all allergies or other medical concerns of your camper.**

Injuries

If a minor injury occurs while at camp, your camp counselor will inform you at pick-up time. If a more serious injury occurs, the parent will be notified via phone. If the injury requires medical attention, the parent will be asked to pick up the child immediately. Staff members are not allowed to transport a child to the hospital or doctor in their own vehicles.

In a medical emergency, staff will call 911 and then call parents immediately. If staff is unable to reach a parent, then the next person on the emergency contact list will be called until there is an answer.



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Sunscreen/Insect Repellent

To help prevent sunburn, it is required that parents apply sunscreen prior to arriving at camp. Staff will aid children in applying sunscreen after water activities and as needed throughout the day.

Y staff will administer personal sunscreen, and/or insect repellent provided alongside **written parental/guardian authorization noting any adverse reactions.**

Products must also be in their original containers labeled with your child's name.

If your camper needs to use insect repellent at camp daily or for outdoor trips, we ask that you send it to camp with a Permission to Medicate Form with a labeled bottle, or spray your camper before camp. This helps prevent campers from spraying it into their eyes or on others who may be allergic.

Illness Policy

PLEASE do not send your child to camp if they do not feel well in the morning!!

Colds and other illnesses are often contagious and can spread easily. If your child develops any of the following symptoms during the camp day, we will contact you, request that you pick your child up immediately, and follow the guidelines related to your child's condition. Please keep emergency names and numbers up to date and notify the Camp if you will be out of town.

Permission to Administer Medication Form

NO MEDICATION IS TO BE SENT TO CAMP WITHOUT PROPER NOTIFICATION AND PERMISSION. This form MUST be completed and accompany any medication (prescription and over-the-counter medications) your child may need to take while at camp. Medications are to be given to the Camp Director in the original container and labeled with the child's full name, medication name, and dosage. All medications will remain at camp in a lock box except for emergency medication such as inhalers, epi-pens, or eye drops which are carried in the Counselor's backpacks and returned to the lock box at the end of every day. The Health Care Supervisor or Camp Director is authorized ONLY to administer medication per your signed Permission to Medicate Form. Non-prescription medications such as Tylenol & Advil will be administered ONLY with written authorization completed in advance. ***If you give medication to your child before coming to camp, you must inform us.*** This ensures that there will be no risk of overmedication.



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Refer to the following lists for guidance:

May return after 24 hours symptom free:

- *Fever of 100.5 or higher
- *Two occurrences of diarrhea
- *Vomiting

May return with doctor's note:

- *Sore throat
- *3 days of persistent cough
- *Meningitis
- *Shingles
- *Tuberculosis
- *Whooping cough
- *Influenza
- *Hepatitis A
- *Salmonella
- *Giardia Lamblia
- *Lice or scabies

May return after 24 hours of treatment/rest and doctor's note:

- *Red/inflamed eyes with discharge
- *Conjunctivitis (drops)
- *Fifth disease
- *Impetigo (cream)
- *Ringworm (cream)
- *Too ill to take part in activities inside or outside

May return after 24 hours of treatment/rest and doctor's note:

- *Green, yellow or brown mucus from nose or mouth for more than 3 days

May return when there are no open sores present and doctor's note:

- *Undiagnosed skin rashes

May return after 2 days with medication and doctor's note:

- *Strep throat

May return after 3 days and doctor's note:

- *RSV
- *Coxsackie

May return after 4 days and doctor's note:

- *Rubella
- *Measles
- *German measles

May return after 6 days and doctor's note:

- *Chicken pox

May return after 9 days and doctor's note:

- *Mumps

****Please notify us if your child contracts a communicable disease so all families can be informed.***

*****Sick days are not discounted or credited from the camp tuition.***



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Programming

All of our campers will have opportunities throughout the day to participate in activities with both their peer group and the camp as a whole. We carefully design activities to be fun and educational, and to promote long-lasting friendships. We expect campers to participate in offered activities and try new things. Staff will provide instruction, examples, and encouragement along the way.

Dress

Camp shirts are required on field trip days. Shirts will stay at Summer Camp and be washed after each use. At the end of Summer Camp shirts will be sent home with Campers. **Closed-toe shoes are also required since we will be active daily.** Flip flops are only allowed around the pool, but they are not necessary to bring. Please label swimsuits and towels.

Outside Items

Since our camp provides all necessary supplies and food, bringing anything other than a swimsuit, towel, and water bottle is discouraged. All outside toys will be collected, including electronics and cell phones. These items will be held in the office and can be picked up at the end of the day.

Swimming

Our campers will participate in swimming regularly in the indoor YMCA pool. Our pool is four feet deep across the entire pool. Lifeguards will always be present, and a summer camp staff member will always be present either in the water or on the pool deck. Staff members will always monitor dressing rooms to ensure the safety and timely dressing of all campers. Swimmers are required to follow all pool safety rules and listen to both lifeguards and counselors. Roughhousing and running on the pool deck will not be allowed. Swimmers who are not skilled will be required to wear a lifejacket or sugar cube belt while in the water. Lifeguards will administer a swim test at the beginning of summer to determine who needs to wear a floatation device. The goals of swimming are to develop a comfort level in the water, practice swimming, and of course, cool off in our hot Arkansas summers!

Outdoor Time

We will aim to provide every camper with at least one full hour outside every day. We want our children to develop a fondness for the outdoors, have a choice in how they play with others, and get plenty of exercise alongside fresh air. All outdoor time will be supervised, and provide a balance between structured group activities and individual, camper-led play.



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Field Trips

Our campers will take many field trips throughout the summer. All field trip permission slips will need to be signed in advance. **Campers must wear their camp shirt on all field trips.** *We will provide these shirts and they will remain at camp and be washed and available for students to wear.*

Campers are expected to stay within their groups and follow all rules while on field trips. Campers who wander away from their group or otherwise jeopardize their safety or the safety of the group may not be allowed to go on future field trips.

When a child chooses to leave the center or his/her field trip group, a rare and serious incident occurs. This is **different** from a lost child situation, and is known as elopement. Children who run away force others into unsafe situations. The following steps outline how elopement issues are handled:

- After repeated attempts to call the child back to the group, the adult in charge will follow the child as long as it is safe to do so.
- Staff will notify police immediately of a runaway child and give his/her description and whereabouts.
- While running away, a child places the staff and other children at risk.
This is grounds for expulsion from the program.

As of 2023, Campers will not attend Magic Springs during Summer Camps.

Extreme Weather:

During extreme heat/heat advisory days, we will adjust our schedule when possible. The safety and comfort of our campers is always our top priority and we want you to be aware of the changes we will make to our camp schedule:

- We will limit the time spent in direct sun.
- We will spend more outside time in shady places.
- We will take more breaks than usual to "cool off."
- We'll play games that keep kids hydrated and cool (like water fun).
- We will move activities inside when possible.
- We will take extra water breaks and ensure water is always available.

Here are some tips to help your kids stay comfy and cool during summer fun:

- Dress campers in lightweight and light-colored clothing.
- Store lunch in an insulated, chilled lunch box.
- Send your child with a labeled hat.
- Apply sunscreen before camp.
- Tell your camp staff if your child has a health condition that makes them more sensitive to the heat.



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General Information

Special Needs of Campers

You will find our Y to be flexible with our campers' needs. If your camper has special needs that we may be able to accommodate, please contact us in advance. We find that campers are most successful when we work together with our families in honest and collaborative partnerships to make mutual decisions in accommodating the needs of our campers. Although we cannot accommodate every request, we will do our best to work with our community members on a case-by-case basis. In compliance with ADA guidelines, the Y will make reasonable accommodations for special needs campers. **If your child has an IEP or 504 at school, then caregivers must complete an Individual Care Plan (ICP) before camp begins or provide a copy of their current IEP or 504 provided to schools. Please contact your Camp Director to arrange a meeting to discuss these needs before you register for any of our camps to ensure we can accommodate your requests.**

Statement of Discipline Procedures

At the YMCA, discipline is viewed as a learning experience. Through interaction with caring adults, children acquire interpersonal skills such as the ability to work cooperatively with others and manage conflicting situations.

The goal of our Discipline Policy is to correct a situation in a positive manner and separate the action from the child. Our staff encourages positive redirection and seeks to be proactive in supporting children before issues arise. We strive to promote positive camp behaviors. If the need to become firm arises, we may take the child aside and speak quietly with them, to help them understand the behavior expectations of camp and options to help the child make a better choice in the situation.

If there is an ongoing problem with a child, the Director may discuss the problem with the parent(s) to ensure positive support of the problem at home as well as at camp.

If a serious situation occurs, such as your child injuring another child purposefully, taking into consideration the circumstances and the seriousness of the situation, the child may be put on a break (3 days and up to 5 days) for a specific period of time. A conference with the Director may be necessary to create an action plan for improved behavior in our programs. *Expulsion may occur if two or more suspensions are necessary throughout the summer.*