

MetroWest YMCA DAY CAMP

45 East Street * Hopkinton, MA * 01748
Phone: 508-435-9345 * Fax: 508-435-9201 * www.metrowestymca.org

Summer 2009

Session 1	June 29—July 10
Session 2	July 13—July 24
Session 3	July 27—August 7
Session 4	August 10—21
Super Week	August 24—28

CAMPTOURDAY

10:00 am—2:00 PM
Saturday, May 2

CAMP OPEN HOUSE

10:00 am—1:00 pm
Saturday, June 27

Parent Packet

This manual is designed to help you and your child prepare for camp.

Our Mission

The MetroWest YMCA is dedicated to the development of all people regardless of age, gender, race, religion, income or ability. Our programs, services, and facilities are designed to enhance the spiritual, mental, physical, and social quality of life of our families, our communities, and ourselves.



METROWEST YMCA
45 EAST STREET
HOPKINTON, MA 01748

Directions to Camp (from Framingham)

Follow Route 135 into Ashland. At the traffic light at the Dairy Queen, take a left onto Chestnut Street. Follow to the stop light. Turn left and then a quick right—this is still Chestnut Street. Follow past the Warren Center (on your right) to the first road on the right. Turn right onto South Street. Follow to the end. Take a left onto Spring Street, which becomes East St. in Hopkinton. Continue until you see signs for the MetroWest YMCA. The first entrance will take you to the pool, soccer fields, and Hayes Lodge. Continue past this on East Street 0.2 miles to find the Main Office on your right.

For directions from other locations please call 508-435-9345.

Please use the following checklist to ensure that all required paperwork is turned in by May 1, 2009

- ___ Camper Information Sheet
- ___ Parental Permission Slip for Bus Transportation (to bus monitor, 1st day)
- ___ Medication Order (signed by physician) & Parental Consent (signed by parent)
- ___ Camp Balance for Sessions 1, 2 and 3 (due May 1, 2009)
- ___ Camp Balance for Sessions 4 and 5 (due June 1, 2009)

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YDAY CAMP™
We build strong kids, strong families, strong communities.

A Lifetime of Memories Starts Here!

Dear Parents,

Summer is just around the corner and once again it is time to get ready for your child's camp experience! This manual is intended to serve as a useful tool to help you and your child prepare for camp. Please read the entire manual carefully.

This parent packet contains important information for you and your campers. Please hold onto it for the camping season. We are especially grateful that you have chosen the MetroWest YMCA's Day Camp and are eager to make the entire experience fun and meaningful! We look forward to an enjoyable summer full of fun, adventure, and new learning for your child. Do not hesitate to call us if there are any questions or if your child is unhappy at camp. Usually a minor adjustment can take care of the issue (changing groups, finding a friend, etc). With close communication from home we can provide an experience that lasts a lifetime!

In the spirit of camping,
MetroWest YMCA Day Camp Staff

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Forms

The forms contained in this packet are important for the administrative functions and safety of your child. Please read through all forms carefully and fill out completely. The following information will assist you as you prepare for the 2009 season at the MetroWest YMCA Summer Day Camp. We look forward to spending the summer with you as we celebrate our 46th camp season!

Two-week sessions will **not** be divided, unless your camper is attending a one week specialty camp in the same session.

Camp Office Phone: 508-435-9345
Nurse's Office Phone: 508-435-6369
Pool Office Phone: 508-435-4939

Behavior Expectations

To provide a safe, healthy, and supportive environment, we expect all campers to adhere to the rules and policies of the YMCA. In keeping with the values of the YMCA, everyone is expected to demonstrate Caring, Honesty, Respect, and Responsibility. In YMCA camping, we insist on a positive and teaching form of discipline rather than a negative and punishing one. Discipline goes hand in hand with an attitude of mutual respect, and cannot be expected to work without consistency.

Clearly established rules will be carefully developed and reviewed with campers. Positive reinforcement will be used by camp staff to reinforce acceptable behavior. Consequences will be developed for use when the rules are violated.

It is the right and responsibility of the YMCA to remove campers whose behavior is disruptive, inappropriate, or unsafe for themselves or others. Immediate suspension (parent/guardian will be contacted to pick camper up) may result from physical confrontation, running away, damage to property, requiring more intense staff to camper ratio than we can reasonably provide, drug or alcohol use, or any other situation which may prove potentially harmful to the camper or others. Refunds are not available for children removed from program for disciplinary reasons.

Letter to my Counselor

Enclosed is a form labeled *Camper Information*. We request that you take the time to fill this out and return it to the camp office by **May 1st**. The information we ask for can be extremely helpful to us in providing a quality experience for your child. All information on this sheet will be kept *confidential*. If you have any PRIVATE family information that only the Director should know about, please send along a separate sheet of paper outlining the issue, or call the Camp Director directly at 508-435-9345 x 15. We will do our best to handle each child's particular needs, but we cannot do so without your confidence and help.

Group Placement

The YMCA places campers in groups by age and grade. We will pair up friends if they are in the same grade, registered for the same camp, and **if each one appears on the other's Camper Information sheet**. Summer camp is an opportunity to meet new friends and have new experiences. With this in mind, the YMCA will try, but cannot guarantee friend requests. We are committed to safe and manageable camper to counselor ratios. Our maximum camper to counselor ratios are as follows:

Campers 6 and younger 5:1 Campers 7 & 8 8:1 Campers 9 and older 10:1

Most groups have between 15 and 20 campers with at least one senior and one junior counselor. Many groups also have Counselors-In-Training from our C.I.T. program with them from time to time.

Extended Day Programs

AM and PM Extended Day programs are available. These programs are offered at both our Framingham facility and Hopkinton Facility. The bus is included for Framingham extended care participants.

AM CARE

FRAMINGHAM 7:00 am-8:15 am

Campers participate in activities inside one of the front program room and will then ride to camp on Bus A. Parents should sign campers in with an Extended Day counselor in front room of the Framingham Y.

HOPKINTON 7:00 am-8:30 am

Campers participate in activities in and around Hayes Lodge until joining their groups at 8:30 am. Parents should sign campers in with an Extended Day counselor at the Hayes Lodge.

PM CARE

FRAMINGHAM 4:00 pm-6:00 pm*

At 4:00 pm, campers will ride Bus A, D, or E to the Framingham Branch. The A and D busses are scheduled to arrive at approximately 4:30 pm; the E bus at 4:55 pm. Campers will participate in activities on the back field behind the building. Parents should sign campers out with an Extended Day counselor on the back field.

HOPKINTON 4:00 pm-6:00 pm*

Campers participate in activities in the Camp Carol, Playground and Tennis Court areas. Parents should sign campers out with an Extended Day counselor at the Hayes Lodge.

*A late fee of \$1.00 per minute will be charged after 6:00pm.

Health Care at Camp

We employ a registered nurse on site each day and we also have a physician on-call. Many of our staff are also trained in emergency care, first aid, and CPR and all staff are EPI-pen trained.

All medications brought to camp MUST be hand-delivered to the Health Care Supervisor by the parent/guardian prior to your child attending camp. Prescription medications must be in the original container with the original prescription attached, and must be accompanied by a dated permission note signed by a parent/guardian. Nonprescription medication must also be accompanied by a dated note signed by a parent/guardian that includes dosage and times the medication is to be dispensed. Medication will be dispensed only by the Health Care Supervisor. A medical log will be kept by the Health Care Supervisor indicating the date and time medication was administered and by whom.

If your child is injured at camp, the camp nurse, your child's unit leader or the Camp Director will contact the appropriate individuals, including parents/guardians, emergency contact numbers if parent/guardian is unreachable, and 911 if necessary. Medical insurance is the responsibility of the parent/guardian.

Keeping Staff Informed

We ask that you keep us informed about changes in emergency numbers, addresses, work numbers, etc., by emailing us at : HopkintonY@metrowestYMCA.org.

Please keep your child's Unit Leader informed of any changes in your child's world which may affect him/her (sickness of a family member, separation or divorce, etc). The camp staff wants to be sensitive to your child's needs and feelings.

Payment & Billing

Cash, checks, Visa, Discover, and MasterCard are accepted for your convenience. Make checks payable to *MetroWest YMCA* and put your camper's name on the check.

PAYMENT IS DUE IN FULL BY:

Sessions 1, 2, 3	May 1
Sessions 4, Super Week	June 1

If full payment is not received by June 1, registration may be forfeited.

Camper's YMCA membership must be current at time of attendance or the nonmember rate will apply.

All deposits are nonrefundable and nontransferable. Full refunds (less deposit) will be issued for cancellation pending written notification by June 1st. This includes bus transportation and extended day. Partial YMCA credits will be issued if a camper is unable to attend due to a prolonged illness or injury. Written notification and a doctor's note are required. Refunds and credits cannot be issued for any reason other than those stated above.

First Day Information

We *strongly* recommend that parents/guardians pin the following information to each camper's knapsack or lunchbox:

<i>NAME</i>	<i>AGE</i>	<i>ADDRESS</i>
<i>PHONE NUMBER</i>	<i>CAMP PROGRAM</i>	<i>PARENTS'/GUARDIANS'</i>
<i>NAMESBUS LETTER & STOP NUMBER</i>		

A label with this information will be provided to campers under 7 on the first day of a camp session.

Family Fun Nights

Come see Camp! Meet your our staff! On the second Wednesday of each two week session, our Camp Staff hosts a special family night for all campers. This is a chance to meet the staff and participate in activities. Information regarding Family Fun Night will be sent home the first day of each session.

This camp complies with the regulations of the Massachusetts Department of Health and is licensed by the Hopkinton Board of Health. Parents may call the camp to request copies of background checks, health care, and discipline policies, as well as procedures for filing grievances. All staff and volunteers are subject to SORI and CORI checks by the state.

What To Bring

Camp is NOT a place for new clothes -- things get dirty! Items that each camper should bring *every day*:

TOWEL	LUNCH & SNACKS	SNEAKERS
BATHING SUIT	T-SHIRT	SANDALS/FLIP FLOPS FOR POOL
SUNSCREEN	SHORTS	BUG SPRAY
PLASTIC BAG (for wet clothing)		WATER BOTTLE/LUNCH

We encourage you to please send extra an extra change of clothing and underwear for younger campers as accidents can and do happen.

Water is available to campers throughout the day at the many bubblers and water coolers located around camp. Campers with water bottles will be encouraged to fill them periodically.

Sending a camper to camp with sunscreen and bathing suit already on will allow campers to spend more time playing and less time changing and lathering up. Campers will be given time to reapply sunscreen after swimming and/or extended periods of activity.

It gets *cold* and *wet* at camp on rainy days, so campers should bring:

RAINCOAT SWEATSHIRT LONG PANTS BOOTS EXTRA SOCKS

Please LABEL everything that you send to camp with your child with their *first* and *last name* -- initials don't help!

What Not To Bring

Please do NOT send the following items to camp:

CELL PHONES/PAGERS	TOYS OF ANY KIND
LARGE AMOUNTS OF MONEY	JEWELRY
RADIOS	IPOD/MP3 PLAYERS
CD PLAYERS / VIDEO GAMES	GAME CARDS/MAGIC CARDS
MAKE-UP	HAIR DRYERS
POCKET KNIVES	ANYTHING OF PERSONAL VALUE

Things that are brought to camp are the sole responsibility of the camper.

Lost & Found

All lost and found items will be saved until the session. **PLEASE** mark everything you send to camp with your children clearly with *first* and *last names* -- no initials please! The YMCA is not responsible for any lost clothing or other property.

Parent Pick Up/Drop Off

DROP-OFF

From 8:30 to 9:00 am, there will be staff monitoring the sign-in books in front of the Hayes Lodge, which is located off of the pool parking lot. Once signed in, campers will be walked to their assigned areas, designated by camp. *Any children arriving after 9:00 am must be signed in at the Main Office, 45 East Street.*

PICK-UP

From 3:45 to 4:00 pm, there will be staff monitoring the sign-out books in front of the Hayes Lodge. Campers will not be released from afternoon activities until 3:45 pm. A Photo ID and is required for camper pick up. Campers may only be picked up by those names written on the camp registration card. If there is a change, please email us at HopkintonY@metrowestYMCA.org, or provide a written note to the office, signed by a parent/guardian. Early pick-up must be done before 3:00 pm at the Main Office. A \$1.00/minute late fee will be charged after 4 pm.

Please note -- in order for us to ensure that campers are being released ONLY to adults who are authorized to do so, no campers may be signed out between 3:00 and 3:45pm. If you need to pick your child up between 3:00 and 3:45, please make arrangements to pick up either **before 3:00** in the Main Office or **after 3:45** at the Hayes Lodge. We apologize for any inconvenience.

Bus Information

Each bus is provided with a bus monitor to assist campers and provide supervision. It is the parents/guardians' responsibility to see that their children are dropped off and picked up at the correct stop.

All bus stop times are APPROXIMATE. Campers and parents should be at the bus stop **15 minutes** before the indicated pick-up or drop-off times. Traffic or other delays may cause a bus to run late. Especially on the first day of the session, the bus schedule may be delayed. Arrive extra early and do not be alarmed if the bus is 10-20 minutes late for pick-up or drop-off. The schedule should be correct by the second day.

The YMCA will NOT let children off the bus at their stop if there is not an authorized adult there to meet them (unless written permission is given to the bus monitor). Any children remaining on the bus at the end of the route for any reason will be returned to the Hopkinton or Framingham Branch. Please notify the camp office if there will be any changes in the transportation arrangement for your child.

Physical Examination

Per the Hopkinton Board of Health, all campers must have a *completed and signed physical examination (within 24 months) with up-to-date immunization record* in order to REGISTER for camp. The Health History and Examination Form must be completed and signed by the camper's parent/guardian. No child will be registered for camp without a completed health form and current physical examination record.

Please note that your physician may use his/her own form or complete immunization and physical exam history section by hand as long as all required information is included. All forms should be sent in together with your camp registration. Please call if there are any questions regarding the forms to be used.