



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# FOR A BETTER SUMMER

## 2020 Summer Teen Day Camp Parent Handbook



**Mckinney Family YMCA**  
**300 Ridge Road**  
**Mckinney, Texas 75070**  
**[www.planoyymca.org](http://www.planoyymca.org)**

FINANCIAL ASSISTANCE & INCOME-BASED MEMBERSHIPS AVAILABLE

**YMCA Mission: To put Christian values into practice through programs that build healthy spirit, mind and body for all.**

# TABLE OF CONTENTS

A Letter from the Camp Director	2
Mission Statement and Goals	3
Weekly Teen Camp Sessions	4
General Camp Information	5
Payment Policies	6
Operational Procedures	7-12
Behavior Policy	13
Parent Code of Conduct	15
Healthy Environment	16

Dear Parent,

Welcome to another exciting summer with the Plano/Mckinney Family YMCA Teen Camp! We are happy you are here.

This handbook contains lots of great information about Teen Camp. If you find that you still have questions or concerns, please feel free to contact us.

The YMCA of Metropolitan Dallas summer camps strive to provide a quality summer program that enriches the lives of all involved. Changes have been made in the past year to continue to ensure that we are providing parents the best possible programs for their children and families. Summer Camp gives your teen the chance to participate in activities that cannot happen during the school year. Camp is an experience your teen should not miss!

We have a goal of helping teens develop positive self esteem, provide social opportunities, strengthen their self discipline skills, and encourage their self expression. As an active YMCA participant we continuously introduce campers to the Four Character Values: Respect, Responsibility, Honesty and Caring.

The YMCA of Metropolitan Dallas summer camp programs maintain a 1:10 staff to child ratio, compliant with State of Texas requirements. All of our summer camp programs are licensed by the State of Texas and meet their standards, as well as the YMCA of Metropolitan Dallas Policies.

We do understand that you have many options when it comes to finding a Summer Camp for your teen, and we are glad that you have chosen to be a part of the Plano/Mckinney YMCA Teen Camp.

I look forward to meeting you and your child this summer!

Thank you,

Preeya Ganness  
Youth Development Director  
pganness@ymcadallas.org

214.705.9459



## MISSION STATEMENT AND GOALS

The YMCA Mission is to put Christian values into practice through programs that build healthy spirit, mind and body for all.

The Plano Family YMCA strives to provide opportunities that will help individuals:

- To develop their capacities for leadership and use them responsibly in their own groups and in community life.
- Develop self confidence, self respect, and an appreciation of their own worth as individuals.
- To grow as responsible members of their families and citizens of their communities and the world.
- To appreciate and learn how to take care of themselves spirit, mind and body; physical fitness and mental well-being are conditions to be achieved and maintained.
- To develop a faith for daily living based upon Y Core Values that may then lead to them achieving their highest potential, while being sensitive to respecting individual beliefs and including all people regardless of who they are, where they are from, how they identify or what they believe.
- To learn about opportunities and skills needed to plan and achieve their dreams for their future.
- To recognize the worth of all persons, becoming culturally competent and know how to create and maintain healthy relationships.
- To discover their own sense of belonging with their peers, the YMCA and in the world.

It is the purpose of the YMCA to give every child the opportunity to participate in programs to learn the importance of good sportsmanship and fair play through Christian principles. The YMCA Philosophy is to allow children to participate in a low-key, non-competitive program with emphasis on having fun, development of character, respect for others, and fair play. The YMCA provides a variety of child care programs including preschool care, after school care, summer day camp, teen camp, and preschool discovery camp. The YMCA offers financial assistance for all programs. No family will be turned away because of the inability to pay.

### Spiritual Emphasis:

The emphasis at the Plano/Mckinney Teen Camp is on character, leadership development, and civic engagement. We will teach the YMCA core values of caring, honesty, respect, and responsibility. We expect campers who attend camp to be willing to participate in the total life of camp: to participate freely in activities and to sincerely work to get along with others.

## WEEKLY TEEN CAMP SESSIONS

### A Typical Day at Camp

**We will be at the Mckinney Family YMCA Mondays through Fridays.**

7:30-9:00 am	Pre Camp
9:00-9:30 am	Opening/Icebreakers
9:30-10:30 am	Group Games
10:30-11:30 am	Team/ Character Building Activity
11:30-12:30 pm	Lunch
12:30-2:00 pm	Weekly Theme Activity
2:00-3:00 pm	Camper Choice Activity (kickball, basketball, board games, etc)
3:00-4:00 pm	Gym/ Outside Time
4:00-5:30 pm	Post Camp

\*Late pickups will result in an additional fee of \$1 for every minute past 5:35pm.

### Special Activities and Trips

All field trips and service trips have been cancelled for summer 2020. We will still be utilizing guest speakers who will visit at least weekly. Safety is a priority for all staff and students, and limiting travel and outside trips helps to better protect all.

Weekly Themes and Dates	
Week 1: Teen Origins: Discovering your Super Powers! June 8-12	Week 6: Overcoming your Kryptonite: Developing those Internal Super Powers of Heart and Soul July 6-10
Week 2: Squad Goals: Friends of Foes June 15-19	Week 7: Staging your Super Powers: Discovering your Talents July 13-17
Week 3: Jedi Mind Tricks: Building Brain Power June 22-26	Week 8: Hulk or Flash?: Developing your Physical Super Powers July 20-24
Week 4: Not All Superheroes Wear Capes: Meeting and Being a Community Hero June 29-Jul2	Week 9: Yes, You Can Save the World: Learning about Global Issues and How to make an Impact July 27-31

## GENERAL CAMP INFORMATION

### The Camp, The Camper and The Counselor:

Our teen camp will be held at the McKinney Family YMCA. Our campers, ages 12 through 15, will participate in activities including service learning projects, photography, crafts, outdoor education, group and individual sports. All counselors are 20 years old or older and have at minimum, a high school diploma. All counselors have had over 20 hours of YMCA trainings and certifications including Child Abuse Awareness, First Aid and CPR, Emergency AED and Oxygen.

### Your Teens Paperwork:

Campers enrollment forms must be filled out legibly and completely. Any pertinent information regarding your child should be added to their file throughout the summer (ex. Child counseling forms, additional information from parents, additional pick up information). No one else except the YMCA staff, our licensing representatives and yourself will be able to see your child's file.

### Safety

The safety of our campers is of the utmost importance to our camp staff. Swimming activities are supervised at all times by certified lifeguards in addition to the camp staff. Complete training for all activities is given to your teen's counselor prior to camp. In addition, each teen will be instructed in proper safety techniques for each activity.

### What to Bring to Camp

- Lunch and snacks. Teens are welcome to bring snacks if they would like. (No peanuts). A snack will be served daily in the afternoon.
- One piece swim suit and towel (shorts must be worn).
- Refillable water bottle
- Sunscreen and insect repellent when needed
- Please mark all items with camper's name.

### What Not to Bring to Camp

- Headphones
- Weapons of any sort (guns, pocket knives, etc.)
- Tobacco or tobacco products, e-cigarettes, alcohol or drugs
- Large amounts of money

### What to Wear to Camp

Our camp involves many outdoor activities and physical activities. It is recommended that your teen wear comfortable clothing. The weather will be warm, so shorts and t-shirts are great. Rubber sole, closed toe shoes are a must.

## PAYMENT POLICIES

- Rates are \$185 per week for non YMCA Members and \$155 per week for Members.
- A one time \$50/\$30 registration fee.
- The balance for each week is due the by the specified draft date, please see the payment schedule included below.
- We require a two weeks notice prior to the draft date to cancel any weeks of camp, fees paid may not be refunded if this timeframe is not met.
- We are not able to pro-rate fees for illness or absence within a week or for a full week that has not been cancelled.

### Payment Schedule:

<b>Camp Weeks</b>	<b>Payment Due Date:</b>
Week 1: June 8-12	Monday, June 1st, 2020
Week 2: June 15-19	Monday, June 1st, 2020
Week 3: June 22-26	Monday, June 15th, 2020
Week 4: June 29-July 2	Monday, June 15th, 2020
Week 5: July 6-10	Wednesday, July 1st, 2020
Week 6: July 13-17	Wednesday, July 1st, 2020
Week 7: July 20-24	Wednesday, July 15th, 2020
Week 8: July 27-31	Wednesday, July 15th, 2020

## OPERATIONAL PROCEDURES

### Sign In Procedures

- Morning Drop off begins at 7:30am.
- Responsible Party or Parent/Guardian must walk children in to camp and sign child in so staff can meet and visually identify the Responsible Party or Parent/guardian.
- After 9:00 am camp is preparing to start their day and parents must enter the camp location to drop off and may be required to ask Member Services where campers are at that time.
- Parents are strongly encouraged to drop off campers no later than 9am as all activities for the day have started by that time.

### Sign Out Procedures

- Camp pick up is between 4:30pm – 5:30pm. Responsible Party or Parent/Guardian must come to the camp area to sign out their camper.
- Any parent wishing to pick their child up before 4:30pm must call the Site Director to locate their camper.
- Please have driver's license ready to present to staff that may not be familiar with responsible parties or parents/guardians at time of pick up. Staff will not release campers without verifying appropriate adults.
- We will NOT release children to unauthorized persons who are not listed on our enrollment forms.
- Only the person who signs enrollment form can change information on the form and must do so in writing.
- If you wish for someone to pick up your child who is not on your list you must provide driver's license number and name of person at least 24 hours in advance to camp leadership.
- Persons under the age of 18 can only pick up with a signed affidavit on file.

### Attendance Policy

When you enroll your child in day camp you are reserving your place in the day camp from 7:30am – 5:30pm for the entire week. We are unable to refund or prorate fees based on individual attendance, inclement weather, illness or in the case that a child is removed from the program by a parent or by the YMCAs Administration.

We do not refund or prorate fees for cancellations/changes in activities and trips. We will do our best to reschedule an equivalent alternative activity to the one that was cancelled or changed.

Because we know that emergencies can happen, we are willing and open to discuss options for families experiencing personal or financial hardships. The following situations are examples of, but not limited to events that could be considered when reviewing eligibility for a partial or full refund:

- A doctor's note stating child's health will prohibit him/her from participating in the program for five or more days.
  - A child moves out of the area or to another state.
  - A family emergency requiring five or more days away from home (in a given week).
- Any absence or late arrival should be reported no later than 8:30am to the Camp Director.

## **Administration of Medication**

The YMCA of Metropolitan Dallas Camp Program does not administer non-rescue or non-emergency medications on site. For emergency medications, each parent is required to complete an Authorization for Dispensing Medication form. You may obtain this form through your Camp Director. Any emergency medication brought to the Camp Program must be prescribed

by a physician, be in its original container, and be clearly labeled with the following information:

Teen's first and last name

- Legible dosage instructions for administering the medication
- Date of prescription
- Name of pharmacist and/or physician
- Expiration date
- Legible storage instructions
- All treatments such as breathing treatment, diabetes equipment monitoring, etc. must be approved by our Administration and include written instructions from a physician.

Over the counter medication can never be administered at our program. Camp staff do not administer shots or any therapy or treatment requiring physical contact or insertion into a body cavity. At the YMCA we try our best to accommodate the needs of every child. Proactive communication is needed to ensure we can safely accommodate children requiring special or unique care. An evaluation can be requested in order to admit any child with unique medications or treatments that may normally not be permitted.

## **Illness and Injury**

If a teen becomes ill or is injured at camp our staff will provide first aid or emergency care consistent with their training. An attempt will be made to notify the parents or legal guardian. If parent or legal guardian can not be reached, the staff will call the emergency pick up person listed.

For those injuries and illnesses requiring medical attention, 911 will be called immediately. Parents will be notified of our course of action immediately after we have stabilized the teen or environment and/or called 911.

In cases of illness, teens must be fever-free or symptom free for 24 hours without the use of fever reducing aids in order to return to camp. Campers who are identified as having lice will not be allowed to return until they are 100% nit (unhatched eggs) free. Our staff will be required to do a head check at drop off the first day the camper returns to the program.

## **Sunscreen and Insect Repellant**

The YMCA does not supply sunscreen or insect repellant. Parents must supply their child with sunscreen daily and insect repellant as needed. Campers will spend time outside and in the water. Our staff will make every effort to keep campers protected from the sun but please recognize that children may still burn regardless of sunscreen application.

### **Emergency or Inclement Weather during camp day**

Each YMCA camp location has a disaster/emergency plan. In the event of a disaster/or emergency the YMCA will move to a pre-designated secure location. Program Administrators will update branch welcome centers in order to help parents trying to locate campers. We ask that parents wait to be notified before trying to call camps, as the staff need to focus on the safety of the children and any weather emergency.

If water or electricity remains off at our camp location for more than 20 minutes we will contact each parent to pick up their camper as soon as possible. In the case that our location is compromised significantly and deemed dangerous, we may transport campers to an alternate location until we feel it is safe to return.

During heat advisory days we will take extra precaution to keep children in shaded areas and well hydrated. When possible indoor space will be utilized. Activities will be modified to give campers plenty of rest time in extreme heat.

\*It is imperative to keep emergency contact information current so we can reach you in an emergency.

### **Immunization Requirements**

The YMCA must obtain a copy of your child's immunization records during the 1st week of camp. We need new copies of these each year. Any pertinent information regarding your child will be added to their file throughout the summer. Records are shredded after each summer session.

### **Your Child's Files**

We cannot release internal YMCA records or documents to any individual. If you are in need of copies, please contact your camp's Program Director for the appropriate process for a review of rosters, enrollment, incident, accident or other internal documents.

### **Children with Special Needs, Medications or Therapies**

The YMCA strives to include all children in our programs. In some cases it may be necessary to evaluate if our programs are the right choice for your family. Completing a registration form is not a guarantee of admission to our program. In some cases, we will need to determine if our program is appropriate for your child. Our programs are not designed for therapeutic or one-on-one care. We operate under the provisions of the American's with Disabilities Act, which provides protection to individuals with special needs as well as providers of care for these individuals. Please refer to our medication policies in this handbook for further information on camp medication policies and requirements.

Please disclose all severe/life-threatening allergies including but not excluding food, environment or other allergies which are severe, life threatening or require emergency medication on your enrollment form.

An Administrator may contact you for more information and to assess if we can make the appropriate accommodations for participation, or to schedule a meeting. If you wish to speak to someone before completing the required forms, you may contact the Camp Director of your camp.

**Parent Conferences**

Parent conferences are available if needed and strongly encouraged for children with special needs before camp begins. Conferences may also be required to problem solve and share strategies for dealing with spirited behaviors. Please contact the Camp Director to arrange for a conference if needed.

**Food Allergies**

Our programs are nut free (including tree nuts), meaning that we do not serve or allow products containing or made with any type of nuts or nut byproducts, to be present in our program areas. The YMCA of Metropolitan Dallas makes every attempt to identify other ingredients that may cause allergic reactions for those with food allergies. Every effort is made to educate our staff on the severity of food allergies.

Though we make these efforts to educate our staff and families of possible allergen-containing ingredients in foods served in our programs; there is always a risk of contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Parents or Guardians concerned with food allergies need to be aware of this risk and assist our staff when possible to ensure the safest environment possible for all participants.

Each parent or guardian is responsible for notifying our staff of all food related allergies, possible symptoms and treatments their children requires and if necessary, provide alternative snacks on days when our menus may include items that their child may not eat. If a parent chooses to send lunch or snacks with their child, they may not contain nuts or nut byproducts.

**Healthy Snacks**

We are committed to offering healthy options at each of our locations. This includes whole grain, fruits and vegetable selections weekly. We strive to select options that are trans-fat free and include no We make every effort to work with our summer food sponsors to insure we are offering the healthiest option available to our campers.

**Summer Food**

This camp will provide snacks at no extra cost to parents. We make every effort to serve nutritional meals campers will enjoy. Please make sure that your teen brings a nutritious lunch that can sustain them throughout the day.



## BEHAVIOR POLICY

### Expectations

All campers should exhibit and strive to develop their character based on the YMCA values of RESPECT, RESPONSIBILITY, HONESTY and CARING. Teens will be asked to set house rules for camp utilizing our values and maintaining the integrity of our rules for safety and security.

### Discipline

Staff is trained to encourage and reward positive behavior, and redirect misbehavior. Although every attempt is made to teach behavior consistent with our values, we realize that, as part of their normal adolescent development, teens push the boundaries. We do have measures in place should redirection not be effective or teens continue to put other campers at risk or are consistently behaving in a way inconsistent with our core values.

### General Rules:

1. Hands, feet and objects are kept to yourself.
2. Campers must not wander on their own in the branch. Staff must accompany teens in groups; there is no one-on-one with adults at any time.
3. Respect counselors and follow rules set by them.
4. Be kind and considerate to all.

### Rewards for Value Consistent Behavior

- Smiles and praise from the staff
- Being made a "good example" for the group
- CAMPER OF THE WEEK!

The following behaviors will result in the automatic evaluation of a camper's ability to return to the program:

- Fighting or exhibiting aggressive behaviors
- Running from staff and/or hiding from adults
- Any action that requires our staff to physically move or restrain a teen
- Acting in a way that requires a counselor to spend an inordinate amount of time with only them, neglecting the needs of other children in their group.
- Any other disruptive behaviors that a Director may deem inappropriate

Any of the above behaviors or any such behaviors that put other campers at risk may result in campers being dismissed from the program that day, for a length of time determined by the Camp Director or from the program completely, without a refund.

### Consequences for Behavior Inconsistent with the Core Values

1. Warning – a clear message
2. Teen Camp Director and Counselors take time to discuss behavior with teen (being teenagers, there is no "time out/renewal time" in Teen Camp)
3. Parents are told the facts – which behaviors were putting others or themselves at risk
4. Program Director is called in for a conference
5. Parents are called in for a conference
6. For repeated offenses, child is sent home/suspended (no refunds)
7. Dismissal from program

**Severity Clause:**

Harm to self or others and destruction of property will be dealt with as needed. We reserve the right to immediately dismiss a child who is a danger to themselves or others.

**\*\*Fighting will not be tolerated and will lead to immediate dismissal.**

**The Y's Position on Child Abuse Prevention**

We make an active effort to prevent child abuse. Parents have the right to discipline their children, however, parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.

For the safety of the children entrusted in our care, the YMCA conducts and requires a background check and references for all camp staff, every person employed in or by our branches and programs. Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation. Programs are structured and observed so that staff and volunteers are never the only adult present with children with the possible exception of emergency conditions.

Periodic interviews/evaluations are conducted with children and parents regarding day to day experiences, encouraging reports of any event out of the ordinary. Staff are required to report all incidents and/or the disclosure of abuse.

**Babysitting and contact with YMCA staff outside of the Program**

Staff are not to fraternize, babysit or have contact with campers outside of the programs hours. Staff of the YMCA must notify Administration and Human Resources of any and all pre-existing relationships or with children that are related to them with whom they may come in contact with outside of YMCA programming hours. This policy is in place for the safety of your child(ren) and our staff.

## PARENT CODE OF CONDUCT

The following guidelines have been created to meet the standards, policies and procedures of the YMCA, Minimum Standards for Child Care Centers and the Texas Family Code. All YMCA Staff and volunteers are knowledgeable of these standards, policies and procedures:

- Please communicate with the Camp staff daily if possible.
- YMCA staff are not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the information listed on the enrollment form.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the children must not be present when children are in care.
- Please do not confront a child or staff in a threatening manner.
- Please do not confront children from other families.
- Using profanity in the presence of a minor is prohibited.
- Please report concerns to the Program Director.
- 911 will be called if threatening behavior is displayed to YMCA staff or children.
- Consumption of alcohol or controlled substances without a prescription is prohibited.
- The YMCA is a gun free property and guns will not be present at our program events whether on or offsite.
- Use of tobacco products is prohibited at the Camp site, on campuses, on the playground, in transportation vehicles or during field trips.
- Parents have the right to discipline their children, however parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.

### Procedures for parents to participate in the Camp's operation

Parents must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check completed before they can participate in the camp's operation. Applications must be submitted at least 1 week prior to volunteering. We are limited to the number of parents which can be accommodated as chaperones on field trips. Parents wishing to accompany their children on a field trip must drive their own vehicle and cover all entry and parking fees. Children are not allowed to be signed out of the program early or leave their assigned group at any time. For more information please contact your Camp Director.

### Healthy Environment of Staff

The YMCA of Metropolitan of Dallas does not track or verify if staff are current on adult immunizations where it is not required by a city government. However, all staff are required to complete First Aid and CPR training in which Blood Born Pathogen training is received. We do not permit any staff person to treat a child without the protective equipment and supplies appropriate for the incident or injury. Furthermore, staff are required to follow the same illness policy we require of participants and not to report to work if they are exhibiting signs of communicable disease or illness.

### Gang Free Zone

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of the licensed site location.

### Your Trash is Our Treasure

Anytime during the year that you have any of the following, please donate it to camp for our crafts supplies. Thank You!!

old wax candle	spoons	rice
marbles	leather scraps	tissue paper
butter tubs	coffee cans	foil
dried flowers	pipe cleaners	felt
sandpaper	wrapping paper	glitter
cigar boxes	glue	toilet paper tubes
ribbon	Styrofoam balls	markers
puzzle pieces	golf balls	masking tape
baby food jars/lids	buttons	washable ink pads
Spools	paper towel tubes	wax paper
Beads	pom pom balls	clear contact paper
paint brushes	balloons	

**Making sure your teen has the....**

