

CAMP ON THE LAKE

Camp on the Lake

Parent Handbook

709 Highland Village Road
Highland Village, Texas 75067

www.camponthelake.org



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A Letter from the Camp Director

Dear Parent,

Thank you for registering your child for an exciting summer at Camp on the Lake (COTL)!

Summer Camp is not just daycare; it is an opportunity for your child to experience the thrill of the outdoors while spending time with new and old friends. Camp on the Lake is where we help children create memories and friendships that will last through the years. In our opinion, Camp is an experience your child should not miss! We do understand that you have many options when it comes to finding a summer camp for your child. We are thrilled that you have chosen Camp on the Lake and hope your summer is action packed and fun filled.

The YMCA of Metropolitan Dallas Summer Camp programs maintain a staff to child ratio which is compliant with the State of Texas requirements. All of our camp programs are licensed by the State of Texas, and we meet their standards as well as YMCA of Metropolitan Dallas policies.

We believe that every child needs to experience the fun and excitement of COTL. Every staff person, from summer camp counselors to the Executive Director, is involved with this program because we believe in providing a fun and safe experience for our children. Nothing makes us happier than seeing our campers smile.

If there is anything we can do, please let us know. We look forward to seeing you and your child this summer!

See you at Camp!

Isabella Hess

Camp and Adventure Guides Director

camponthelake@ymcadallas.org

MISSION STATEMENT AND GOALS

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

The Dallas YMCA strives to provide opportunities that will help individuals:

- Develop self confidence, self respect and an appreciation of their own self worth.
- Grow as responsible members of their families and as citizens of their communities.
- Appreciate that health of mind and body is a sacred gift and that physical fitness and mental well-being are conditions to be achieved and maintained.
- Recognize the worth of all persons and work for interracial and inter-group understanding.
- Develop a sense of world-mindedness and work for worldwide understanding.
- Develop their capacities for leadership and use them responsibly in their own groups and community life.

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.

The YMCA's Position on the Nation-wide problem of Child Abuse

We make an active effort to prevent child abuse. Including but not limited to:

A background check, including but not limited to, references from past employers, personal acquaintances, military, educational institutions, volunteer organizations, civic groups, character verification, health, and personal activities and involvements.

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 adults 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 not to fraternize with children outside the programs, especially babysitting, inviting children home or through social media such as Facebook, Twitter and Instagram. If staff are associating with campers outside of the camp setting, please notify the Camp Director.

Camp on the Lake

Your camper will begin each day with Opening Ceremony. This is a time to connect with their new friends, meet the camp counselors, and find out what the fun activities of the day will be! From there, your camper will join his/her groupmates and counselor in group building games and experience all the fun that Camp on the Lake has to offer!

Young Adventurers (ages 6-8) and Experienced Explorers (ages 9-13)

Our campers are divided up into separate units to help with group scheduling. Campers are placed into groups based on their age and gender with no more than 10 campers per group. If your camper has a friend attending the same week, we will do our best to place them in the same group as long as they are the same gender and within 2 years of age, and we are notified at camponthelakeinfo@ymcadallas.org. Campers are not able to join friends if they are in the other age unit at camp.

Camp Activities

We encourage campers to experience a variety of different camp activities with new friends and their camp counselor. At Camp on the Lake, kids have fun and make new friends while taking part in supervised activities that embrace the core values of caring, honesty, respect, and responsibility. We know that campers gain a greater sense of security and community by remaining with their “new” friends and camp counselor throughout the week. That is why we engage children in activities that encourage camaraderie and social interaction so that they feel comfortable and free to experience all the possibilities that camp has to offer.

Camp Session Dates

Camp Dates	Camp Dates
	Week 6 July 5 - July 7**
Week 1: May 30 – June 2*	Week 7 July 10 - July 14
Week 2 June 5 - June 9	Week 8 July 17 - July 21
Week 3 June 12 - June 16	Week 9 July 24 - July 28
Week 4 June 19 - June 23	Week 10 July 31 - August 4
Week 5 June 26 – June 30	Week 11 August 7 - August 11

* No camp on Monday May 29th in observance of Memorial Day

** No camp on Monday and Tuesday July 3rd and 4th in observance of Independence Day

A Typical Day At Camp

7:30 - 9:15 am	Camper Drop Off / Arrival at Camp
9:30 am	Opening Ceremonies
10 am	Program Activity
11 am	Program Activity
12 pm	Lunch at campsites in the shade
12:30 pm	Program Activity
1:30 pm	Program Activity
2:30 pm	Program Activity
3:45 pm	Closing Ceremonies /Get into Bus Groups
4 pm	Load Buses
4:15 pm	Buses Depart Camp
4:30 pm	COTL Camper Pick-Up Camper Pick-Up at Branch
5 - 6 pm	Locations

Sign In/Sign Out:

Every morning, our counselors will greet parents and campers at the YMCA branches for morning drop-off/sign in. Campers can be dropped off anytime between 7:30 and 8:15 am at [Branch Drop Off Address]. Children will be transported to and from camp every day in an air-conditioned bus. Campers who miss the bus must be dropped off at the Camp located at 16 Horseshoe Dr, Highland Village no earlier than 10:00 AM. You may not drop off at the camp instead of dropping off at your approved pick up site, this is only for emergency situations and must be approved with Camp Director prior by emailing camponthelakeinfo@ymcadallas.org. *To ensure the safety of your child, every child must be signed in to our program at drop off.*

Buses will depart from camp each day at 4:15 pm. Afternoon pick-up will be between 5 and 6 pm each day at [Branch Pick Up Address] depending on when buses return. If you wish to pick up your child before this time please pick them up at 16 Horseshoe Dr, Highland Village before 3:45 PM. This is done on a case by case basis with prior Camp Director approval by emailing camponthelakeinfo@ymcadallas.org. A driver's license or government issued photo I.D. must be presented to the Camp Staff before the child may be released to any authorized individual.

Camp Sign In/Sign Out:

Every morning, our counselors will greet parents and campers at our camp location for morning drop-off/sign in. Campers can be dropped off anytime between 7:30 and 9:15 am at [Branch Drop Off Address]. Campers who arrive late must be dropped off at the building located at 16 Horseshoe Dr, Highland Village after 10:00 AM., This is done on a case by case basis with prior Camp Director approval by emailing camponthelakeinfo@ymcadallas.org. *To ensure the safety of your child, every child must be signed in to our program at drop off.*

Afternoon pick-up happens at camp from 4:30-6PM. If you wish to pick up your child before this time please pick them up at 16 Horseshoe Dr, Highland Village before 3:45 PM or they will be sent to their normal pick up spot.

This is done on a case by case basis with prior Camp Director approval by emailing camponthelakeinfo@ymcadallas.org. A driver's license or government issued photo I.D. must be presented to the Camp Staff before the child may be released to any authorized individual.

A Drivers License or Government issued photo ID must be presented to the staff before the child can be released to the parent. We will not release any children to someone who is not authorized on the child's registration form. Our summer camp program closes at 6 PM every day. A late fee of \$1 per minute will be charged for any child who remains in YMCA care after the close of Camp. If someone who is not listed on the authorized pick-up form for a camper needs to pick them up, an approved parent or guardian must call AND email ahead with the new authorized pick-up information including name and driver's license number.

Bad Weather Day

If it is raining or begins to rain at Camp we will proceed with the day as normal. Waterfront activities might be closed depending on the severity of the rain. The Camp Directors will make the call if we need to evacuate camp early. If we do leave camp early the Directors will call the 8 YMCAs to give the updates on the bus pick-up. We will also send out a Constant Contact to parents.

Payment Policies

- Rates are \$250 per week for YMCA Family Members and \$295 per week for Activity Members. For Cross Timbers YMCA rates are \$230 and \$275 for members and non-members respectively.
- A \$50 deposit is *required* for each week your child plans to attend. The deposits are applied towards the total weekly fee.
- The balance for each week is due on the corresponding draft date. Please see the pay-ment schedule below for the draft breakdown. Your account will be drafting for the remaining balance on the draft date. If payment has not been paid the Wednesday before your week of camp your registration will be canceled.
- Deposits are non-refundable and non-transferable.
- We require a two week notice to cancel any weeks of camp. Fees paid will not be refunded if this time frame 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.

Session	Session Dates	Draft Date
1	Week 1 May 30 – June 2*	May 15
2	Week 2 June 5 - 9	May 15
3	Week 3 June 12 - 16	June 1
4	Week 4 June 19 - June 23	June 1
5	Week 5 June 26 – June 30	June 15
6	Week 6 July 5 - 7**	June 15
7	Week 7 July 10 - 14	July 1
8	Week 8 July 17 - 21	July 1
9	Week 9 July 24 - 28	July 15
10	Week 10 July 31 – August 4	July 15
11	Week 11 August 7 - 11	August 1

* Session 1 is prorated for a 4 day week at \$200 and \$235 per day for members and non-members respectively (\$180 and \$215 for Cross Timbers YMCA.)

** Session 6 is prorated for a 3 day week at \$140 and \$175 for member and non-members respectively (\$120 and \$155 for Cross Timbers YMCA)

If you have questions regarding our refund policy in the event of a COVID-19 related issue, please contact camponthelakeinfo@ymcadallas.org

Transportation

Children will be transported to and from Camp on the Lake in a school bus with a certified driver. We will leave the YMCA at 8:15 AM and return between 5 - 5:30PM. All children must arrive at the YMCA no later than 8:15 am to ensure that the bus leaves on time. If you arrive later than 8:15 you will have to drive your child to the camp location at 16 Horseshoe Dr. and drop off no earlier than 10:00 AM.

Camp on the Lake/Cross Timbers YMCA
709 Highland Village Road
Highland Village, TX 75067
972-489-5769

Coppell Family YMCA
146 Town Center Blvd.
Coppell, TX 75019
972-393-5121

Frisco Family YMCA
3415 W. Main St
Frisco, TX 75034
214-297-9622

Moody Family YMCA in the Park Cities
6000 Preston Rd
Dallas, TX 75205
214-526-7293

Richardson Family YMCA
821 Custer Road
Richardson, TX 75080
972-231-3424

Plano Family YMCA
3300 McDermott
Plano, TX 75025
214-705-9459

Semones Family YMCA
4332 Northaven Road
Dallas, TX 75229
214-357-8431
Drop Off/Pick Up is held at Good Shepherd Parking Lot

Absences

All absences need to be reported to the Camp on the Lake office by 9:00 AM. Parents should text the Office at 972-489-5769 or email camponthelakeinfo@ymcadallas.org. Thank you for your help with this matter.

What to wear

Campers will spend most of their time outdoors. It is recommended that your child wear comfortable old clothes, swimsuit and a hat. They will also need swim shoes to wear in the lake. They are welcome to wear them all day too. **Due to the nature of our waterfront, your child will not be allowed to participate in water activities if they do not have the appropriate footwear.**

What to bring to camp

- **A LUNCH!** In the past we have had lunches given to us through a free lunch program but unfortunately that is no longer available to us.
- **Refillable bottle of water!** Please send a full bottle of water with your camper each day.
- **Swim Suit, Towel, and Water Shoes!** Rule of thumb would be to send your child in their swimsuit. It will help with lost clothing.
- **Sunscreen** (in a plastic bag to prevent leaking—Spray kind is the best!)
- **A backpack** is a great way to keep all items together at camp.
- **All clothing and items** should be marked with your camper's name.

What NOT to bring to camp

As we will schedule lots of activities for your camper to do, please leave the following items at home: phones, headphones, electronic games, iPods, Pokémon cards, toys, money, knives or pocket knives. The YMCA will not be liable for lost, stolen or damaged goods.

Aquatic Rules

Campers must wear their swim suit and water shoes. All campers regardless of swimming ability will wear PFDs at all times in the waterfront area. Lifeguards will be on duty while the Waterfront area is open, maintaining a ratio of 1:25 at all times.

Campers will be able to kayak alone and tube behind the boat once they are 9 years old. The younger groups will canoe with their counselor and be able to ride the boat but not tube.

Your Child's Paperwork

Camper's enrollment forms must be filled out legibly and completely. We also must have a copy of your child's immunization records. We will need new copies of these each year. No one else except the YMCA staff, our licensing representatives and yourself will be able to see your child's file.

Lost and Found

Lost and found items will remain at Camp on the Lake. If you notice that your camper has "lost" an item, please let the counselor know at check-in/check-out.

Behavior Policy

The YMCA attempts to teach all children the values of respect, responsibility, honesty, and caring. Parents will be notified if behavior problems occur. The general practice at the YMCA is to encourage and reward positive behavior and redirect misbehavior. Although we make every attempt to work with children and teach proper behavior, we will suspend or terminate children from the program as a last resort. Fighting will not be tolerated and could lead to program dismissal without a refund.

General Rules

Be Kind - keep hands, feet and objects to yourself

Be Respectful - to staff, others, yourself and facility (clean-up)

Be Safe - stay with a YMCA staff member

Have FUN!

Rewards For Good Behavior

- Praise from the staff
- Positive phone calls to parents
- Special surprises: special prize, special project, extra activity time
- Being made a "good example" for the group

Steps which will be taken if Camp Rules are Broken

- Quick reminder of "Camp Rules", then re-direction to other activity
- 5-10 minutes to think and counselor time to discuss
- Repeat "think time" and counselor time to discuss what can be done "next time"
- Discussion with Camp Director about behavior and how to improve it.
- At check-out parents are informed of problem and how it was resolved
- Parent is called for suggested help
- For continually repeated offenses, child is sent home/suspended from program without a refund

Any physical, emotional, or mental harm/threats to one's self, another person or property may result in immediate suspension or dismissal without refund.

Parent Conferences

Parent conferences are available if needed. Please call the Camp office to arrange for a conference at 972-489-5769, or email camponthelakeinfo@ymcadallas.org.

Parent's Rights

Authorized parents/guardians, upon presentation of identification, have the right to enter and visit the day camp facility in which their child/children is/are receiving care, without advance notice to the provider. Entry and inspection is limited to normal operating hours while their children are receiving care. The law prohibits discrimination or retaliation against any child or parent/guardian exercising their rights to visit. The law authorizes the person in charge of the child care facility to deny access to the parent/guardian if the parent/guardian is behaving in a way that poses a risk to the children in the facility.

Under no circumstances should a parent/guardian approach another child other than their own. Any parent who behaves in this manner will be asked to leave the facility.

Child's Personal Rights

Each person receiving services from a day camp facility shall have rights, which include, but are not limited to, the following: To be accorded with dignity in his or her personal relationship with staff and other persons; To be accorded safety, healthful and comfortable accommodations, furnishing and equipment to meet his or her needs; To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.

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. THANKS!!

Coffee filters
marbles
butter tubs w/ tops
dried flowers
sandpaper
cigar boxes
ribbon
golf balls
baby food jars w/ lids
paper towel tubes
pom pom balls
balloons

spoons
Rubber bands
coffee cans w/lids
pipe cleaners
wrapping paper
glue
styro-foam balls
masking tape
washable ink pads
wax paper
clear contact paper
markers

rice
tissue paper
foil
felt
glitter
toilet paper tubes
puzzle pieces
buttons
spools
beads
paint brushes

General Questions

Is the Camp on the Lake licensed?

All of the YMCA Summer Day Camps are licensed by the State of Texas. Each has standards and requirements that must be met or exceeded to maintain operation. The State of Texas and the YMCA of Metropolitan Dallas inspect all camps on a regular basis.

How are staff screened and hired?

Each applicant is interviewed by a YMCA Program Director, prior to reference checks and a group interview. The YMCA of Metropolitan Dallas completes a multi-statewide background check on all applicants before hiring.

How are the staff trained?

All Summer Day Camp Staff complete over 30-hours of training before the summer begins. Staff are certified in CPR and First Aid, age-appropriate activities, positive behavior guidance, communication skills with children, group building skills, transportation safety and procedures, specialty activities, games, songs and plenty of other fun activities.

Can parents visit their child during the day?

We encourage parents to allow their children to make new friends and learn new things all on their own. Parents if you wish to pick up early please see the policy for sign in/out. We will update if/when this changes.

Will the children get too hot?

Please remember that COTL is an outdoor camp. We do spend all day outside. We make every effort to provide plenty of water and shade each day.

- Sunscreen is very important. Apply sunscreen before camp, even on cloudy days. Staff will remind children to apply sunscreen at various times during the day.

- Children also need to have plenty of water with them and drink it often during the day. Water coolers are available at every activity. Children should bring a refillable water bottle with their name clearly marked each day.

- Hats are a terrific way to help keep the sun off the children's faces. Be sure to have their name clearly marked on the hat if they decide to wear one.

What happens if my child is ill?

Any child that becomes ill at camp will stay with staff until an authorized person can pick up the child. If no parent can be reached, staff will use their judgment as to the seriousness of the condition. For those injuries or illnesses requiring medical care, a local doctor will be used. If your child is sick or has a fever of 100 prior to leaving your care, please do not send him/her to camp. If you suspect your child has a COVID-19 case, please see the COVID -19 section of this document for further information.

Medication and Illness

Anytime a camper must bring medicine to camp, a medication form must be on file from the parent authorizing the distribution of the medicine. The medication must be in the original container with the child's name clearly marked, and we must follow the instructions on the bottle. If a medication is prescribed, the label must contain the date, directions to administer and the name of the physician prescribing the medicine. All medicine must be given directly to a staff member. Children cannot administer medicine to themselves. Children may also not share medicine with another camper.

If a child becomes ill or is injured at camp, an attempt will be made to notify the parents. If no parent can be reached, the staff will use their judgment as to the seriousness of the condition. For those injuries and illnesses requiring medical attention, a local doctor will be used. Children must be clear of fever, vomiting and diarrhea for 24 hours before returning to camp.

YMCA of Metropolitan Dallas Medication Form

Name of Child: _____ Date: _____

Medicine: _____ Dosage: _____

Diagnosis: _____ Is Condition Contagious? _____

Time (s) to be Given: _____

(Note: We will only dispense medication as per labeled instructions)

Parent's Signature: _____ Phone #: _____

- Valid for one week at a time for the length of prescription as stated by physician, e.g.: antibiotic 10 days, unless otherwise stated by physician.
- We will not administer any medication without this completed form.
- All prescriptions must be in the original container. Staff will hold and dispense medication according to Dr.'s instructions or instructions on over-the-counter medication with a written prescription from their doctor.

Name of Child: _____		Date Received: _____			
Medicine received: _____					
Time to be given:	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
Staff Sig.					
Time to be given:	Monday	Tuesday	Wednesday	Thursday	Friday
PM					
Staff Signature					

COVID-19 Parent Resources for Camp on the Lake

The YMCA of Metropolitan Dallas and Camp on the Lake are working closely with state and local health officials in order to best respond to the ongoing COVID-19 epidemic. The following recommendations come from the YMCA of Metropolitan Dallas and are in accordance with guidance from the Texas State Governor as well as the Center for Disease Control.

What is Camp on the Lake doing?

1. Staff are encouraged to pre-screen themselves at home and stay home if they are sick.
2. Parents are encouraged to keep their children home if they are experiencing any symptoms of COVID-19.
3. We are increasing sanitization of camp equipment wherever possible.

This is an ever-changing situation and these policies and procedures are subject to change to best fit the CDC and state's recommendations regarding the ongoing COVID -19 situation. We appreciate your patience and understanding in this trying time. If you have any questions or concerns, please contact Isabella Hess at camponthelakeinfo@ymcadallas.org.