

# CAMP ON THE LAKE

## **Camp on the Lake**

## **Parent Handbook**

709 Highland Village Road  
Highland Village, Texas 75067

[www.camponthelake.org](http://www.camponthelake.org)

## Additional Information

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[www.facebook.com/YMCACampOnTheLake](http://www.facebook.com/YMCACampOnTheLake)

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**Check your email for weekly updates**

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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. Camp is an experience your child should not miss! We 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.

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 camper's 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  
Spencer Perry

Camp Directors  
[camponthelake@ymcadallas.org](mailto: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 childcare 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:

Staff undergo 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 are never one on one with children apart from 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 digital means such as Facebook, Twitter, Instagram, or phone calls/texts. If staff are associating with campers outside of the camp setting, please notify the Camp Director.



## Groups and Buddy Requests

Our campers are divided up into separate units to help with group scheduling; Young Adventurers (ages 6-8) and Experienced Explorers (9-13). 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 permitting they are the same gender and within two years of age, and we are notified at [camponthelakeinfo@ymcadallas.org](mailto:camponthelakeinfo@ymcadallas.org) the Wednesday prior to the week of camp they attend. 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 camp activities with new friends and their camp counselor. At Camp on the Lake, kids have fun and make new friends while partaking in supervised activities that embrace YMCA core values of caring, honesty, respect, and responsibility. Your kids will be doing activities like swimming, kayaking, boating/tubing, archery, and more! We know 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 working together and team building so that they feel comfortable and free to experience all the possibilities that camp has to offer.

Camp Dates	Camp Dates
	Week 6 July 1 - July 3**
Week 1: May 28 – May 31*	Week 7 July 8 - July 12
Week 2 June 3 - June 7	Week 8 July 15 - July 19
Week 3 June 10 - June 14	Week 9 July 22 - July 26
Week 4 June 17 - June 21	Week 10 July 29 - August 2
Week 5 June 24 – June 28	Week 11 August 5 - August 9



## **Sign In/Sign Out:**

Every morning, our counselors will greet parents and campers at the YMCA branches or camp (Cross Timber registrants only) for morning drop-off/sign in. Campers can be dropped off anytime between 7:30 and 8:15 am at [Branch Drop Off Address]. For Cross Timbers registrants only, drop off is at camp from 7:30-9:00. Children will be transported to and from camp every day in an air-conditioned bus. You may not drop off at the camp instead of dropping off at your approved pick-up site. To ensure the safety of your child, every child must be signed into our program at drop off. If you miss the bus, you must coordinate with camp leadership for 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.]. For Cross Timbers registrants only pick-up is at camp from 4:30-6. If you wish to pick up your child before this time, please coordinate with camp leadership before 3pm that day to arrange pick-up. 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.

## **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](mailto:camponthelakeinfo@ymcadallas.org). Thank you for your help with this matter.



## **Weather**

Camp on the lake is an outdoor, un-airconditioned camp. All staff undergo training to learn how to best protect children from the heat and heat-related illnesses. We also have procedures for all kinds of weather-related emergencies.

## **Heat**

We take the heat very seriously and are constantly working to combat the high temperatures and thankfully have help from the lake to do so! Some of the ways we do this are by doing our best to have campers in and out of the waterfront at least a couple of times a day doing different water activities to keep them cooled off.

When they aren't in the water, they are spread out doing activities under a couple of our pavilions or in the building playing games or doing crafts while shaded from the sun. Hydration is a huge thing for us so we intentionally take frequent water breaks and sunscreen breaks. All around camp we have large ice water coolers that are consistently replenished and during lunch they are filled with Gatorade to give kids back electrolytes they have lost throughout the day.

Additionally, all staff are trained in heat related illness/injury and are mindful of frequent water breaks and sunscreen breaks to ensure each and every kid has a safe and fun week of camp!

## **Rainy Day**

If it is raining or begins to rain at camp, we will proceed with the day as normal. Waterfront activities may close depending on the severity of the rain or sight/report of lightning. 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 7 YMCA branches to give the updates on the bus pick-up and send out a Constant Contact to parents.

## **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!**
- **Refillable bottle of water!** Please send a full bottle of water with your camper each day.
- Swimsuit, 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, electronics, Pokémon cards, toys, money, knives or pocketknives. The YMCA will not be liable for lost, stolen or damaged goods.

### **Aquatic Rules**

Campers must wear their swimsuit and water shoes. All campers regardless of swimming ability will always wear PFDs (personal floatation devices) in the waterfront area. Lifeguards will be on duty while the Waterfront area is open, always maintaining a ratio of 1:25. 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.

## **A Typical Day at Camp**

**\*EACH GROUPS SCHEDULE DIFFERES FROM DAY TO DAY**

7:30 - 9:15 am	Camper Drop Off / Arrival at Camp
9:30 am	Opening Ceremonies
10:00 am	Sailing
11:00 am	Games 1/ volleyball
12:00 pm	Lunch at campsites in the shade
12:30 pm	Swimming
1:30 pm	Archery
2:30 pm	Arts and Crafts
3:45 pm	Closing Ceremonies/Divide into Bus Groups
4:00 pm	Load Buses
4:15 pm	Buses Depart Camp
4:30 pm	COTL Camper Pick-Up
5 - 6 pm	Camper Pick-Up at Branch Locations



## Payment Policies

- Rates are \$255 per week for YMCA Family Members and \$305 per week for non-Members. For Cross Timbers YMCA rates are \$240 and \$285 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 payment 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 two weeks' 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.

Camp Dates	Draft Date
Week 1 May 28 – 31*	May 15
Week 2 June 3 - 7	May 15
Week 3 June 10 - 14	June 1
Week 4 June 17 – 21	June 1
Week 5 June 24 - 28	June 15
Week 6 July 1 – 3**	June 15
Week 7 July 8 - 12	July 1
Week 8 July 15 - 19	July 1
Week 9 July 22-26	July 15
Week 10 July 29 – August 2	July 15
Week 11 August 5 - 9	August 1

If you have questions regarding our refund policy, please contact  
[camponthelakeinfo@ymcadallas.org](mailto:camponthelakeinfo@ymcadallas.org)



## Transportation

Children registered at Coppell, Semones, Frisco, Plano, Richardson, and Moody YMCA's will be transported to and from Camp on the Lake in an airconditioned school bus with a certified driver. We will leave the YMCA at 8:10 AM and return between 5 - 5:30PM. All children must arrive at the YMCA no later than 8:10 am to ensure that the bus leaves on time. If you arrive later than 8:10 you will have to coordinate a drop-off with camp leadership by emailing [camponthelakeinfo@ymcadallas.org](mailto:camponthelakeinfo@ymcadallas.org) or calling 972-489-5769.

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



## **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 at all times.

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](mailto:camponthelakeinfo@ymcadallas.org).

### **Parent's Rights**

Authorized parents/guardians, upon presentation of identification, have the right to enter and visit the facility in which their child/children is/are receiving care, without advance notice to the provider. Entry and inspection are 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 childcare 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.

### **Is 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 frequently throughout the day and take breaks to do so.
- 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.

### **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.

## Medication Form

<b>PARENT AUTHORIZATION FOR MEDICATION FORM</b> <b>*one form is required for each medication</b>	
Name of Child: _____ DOB: _____ Weight: _____ Medication Type: <input type="checkbox"/> Prescription Medication <input type="checkbox"/> Non-Prescription Medication Medication: _____ Prescription #: _____ Dosage: _____ Time(s) of Day Medication is to be Given: <input type="checkbox"/> Lunch <input type="checkbox"/> Other: _____ When was last dose given to child: _____ Reason for Medication: _____ Special Instructions: _____ Possible Side Effects: _____ Continue Medication Until (date): _____ Doctor Name _____ Doctor's phone # _____ Parent's Primary Phone _____ Parent's Secondary Phone _____ <b>I GIVE PERMISSION FOR YMCA OF METROPOLITAN DALLAS TO ADMINISTER THE ABOVE REFERENCED MEDICATION ACCORDING TO THE INSTRUCTIONS ABOVE TO MY CHILD, _____ WHILE IN THE CARE OF THE YMCA, AS ORDERED BY MY HEALTHCARE PROVIDER.</b> Parent/Guardian Name: _____ Signature: _____ Date: _____	
<b>***This Section Completed by YMCA Health Officer***</b> <b>RECEIVING MEDICATION CHECKLIST</b>	
<b>Prescription Medication</b> <input type="checkbox"/> Parent Permission Received (this form) <input type="checkbox"/> Original prescription label is readable <input type="checkbox"/> Name and strength of medication on label <input type="checkbox"/> Medication is not expired <input type="checkbox"/> Name of child matches intended recipient <input type="checkbox"/> Health care provider name/contact on container <input type="checkbox"/> Dispense instructions <input type="checkbox"/> Storage instructions <input type="checkbox"/> Child medication log set up  _____ Health Officer Signature	<b>Non-Prescription Medication</b> <input type="checkbox"/> Parent Permission Received (this form) <input type="checkbox"/> Original manufacturer label is readable <input type="checkbox"/> Name and strength of medication on label <input type="checkbox"/> Medication is not expired <input type="checkbox"/> Storage instructions <input type="checkbox"/> Health care provider written note is provided <input type="checkbox"/> Dispense instructions <input type="checkbox"/> Child medication log set up  _____ Health Officer Signature
<b>***This Section Completed by YMCA Health Officer***</b> <b>DISPOSITION OF LEFT-OVER MEDICATION VERIFICATION</b>	
<input type="checkbox"/> <del>Can</del> Thrown Away                      Date: <input type="checkbox"/> Thrown Away                      Date: _____ _____ Health Officer Signature                      Witness Name/Signature	

 Attach Child Photo  
 (if parent provided)