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FOR HEALTHY LIVING  
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**THE LICKING  
COUNTY FAMILY  
YMCA**  
Parent Handbook  
2018



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**Licking County Family YMCA Day Camp**

Licking County Family YMCA Mission .....	4
YMCA Day Camp Goals .....	4
YMCA Day Camp Objectives .....	4
YMCA Tax ID-Tax Letters .....	5
<b>YMCA DAY CAMP PROGRAM .....</b>	<b>5</b>
Location .....	5
Schedule .....	5
Morning and Evening Wrap Around Care .....	6
Opening Circle .....	6
Activity Period 1 and Activity Period 2 .....	6
Meals .....	6
Swim Time .....	6
Group Free Choice .....	6
Camp Kapers .....	6
Closing Circle .....	6
Age Groups .....	7
<b>MISCELLANEOUS .....</b>	<b>7</b>
Field Trips .....	7
Medication Administration .....	7
Lost and Found .....	8
Weather .....	8
<b>DROP OFF/PICK UP .....</b>	<b>8</b>
Speed Limit .....	8
Drop Off/Pick Up .....	8
Authorized Pick Up .....	8
Emergency Contacts .....	9
Termination of Services .....	9
<b>FEES .....</b>	<b>9</b>
Registration .....	9
Deposit .....	9
Membership .....	10
Payment Options .....	10
Late Pick Up .....	10
Late Weekly Payment .....	11
Scheduled Holiday .....	11
Vacation/Sick Days .....	11
<b>ILLNESSES/COMMUNICABLE DISEASE .....</b>	<b>11</b>
Management of Communicable Diseases .....	11
<b>CONDUCT/DISCIPLINE POLICY .....</b>	<b>13</b>
Conduct Policy .....	13
Discipline Policy .....	13
<b>Parent Involvement .....</b>	<b>14</b>



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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA DAY CAMP STAFF** ..... 15  
    Supervision.....15  
    Safety of the Child .....15  
    Mandated Reporting of Child Abuse .....15  
**ACCREDITATION** ..... 15  
**Changes to Handbook** ..... 16  
    Changes/Amendments .....16



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## **LCFYMCA YMCA DAY CAMP**

Thank you for choosing the Licking County Family YMCA Day Camp this summer for your child's care. We strive to provide a positive experience for you and your child. The Parent Handbook is designed to help answer questions you might have regarding Camp. Please feel free to contact us with questions, comments or suggestions as we endeavor to design a camp that is responsive to the needs of our participants.

### ***Licking County Family YMCA Mission***

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

### ***YMCA Day Camp Goals***

- ❖ Teach the values of Caring, Honesty, Respect, Responsibility and Faith
- ❖ Offer a safe environment for fun and leisure
- ❖ Continue to honor traditions while establishing new ones
- ❖ Foster awareness and respect for the environment
- ❖ Teach life skills
- ❖ Cultivate leadership potential
- ❖ Promote independence and self-confidence in a home away from home atmosphere

### ***YMCA Day Camp Objectives***

The goals and objectives of the YMCA Day Camp utilize the mission of the Y to help campers grow spiritually, mentally and physically through experiences and activities that are unique to the camp environment and through the dedication of an experienced camp staff.

The YMCA Day Camp Objectives are:

- Teach the values of Caring, Honesty, Respect, Responsibility and Faith
  - For each camper to learn the importance of the YMCA Core Values through character development activities aimed at fostering spiritual growth by relating values to daily living.
- Offer a safe environment for fun and leisure
  - For each camper to grow as a person in an emotionally safe environment where they can develop confidence and independence knowing that there people to help and support them.
- Continue to honor traditions while establishing new ones
  - Encourage and teach campers old camp traditions and songs, while encouraging campers and staff to establish traditions that are unique to them.
- Foster awareness and respect for the environment
  - Encourage an awareness of the environment, appreciation of nature, and educate campers about Leave No Trace philosophy.
- Teach life skills



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- For each camper to improve their personal and family relationships by developing friendships within their peer group while developing a spirit of cooperation through shared responsibilities and successes.
- Encourage campers to understand and respect social differences: culture, race, ethnicity, religion, etc.
- Cultivate leadership potential
  - Meeting the challenge of a new environment.
  - Encourage campers to support one another.
- Promote independence and self-confidence in a home away from home atmosphere
  - For each camper to develop new skills and interests.
  - Encourage creative expression through imagination and the desire for adventure.

### ***YMCA Tax ID-Tax Letters***

The Licking County Family YMCA Federal Tax ID number is 31-6053101. Tax Letters for Camp are not automatically sent, but are available upon request. If you need proof of care for the summer please contact the YMCA Day Camp Director, Gail Humbert 740-345-9628.

## **YMCA DAY CAMP PROGRAM**

### ***Location***

The LCFYMCA YMCA Day Camp is located at:  
**470 West Church Street**  
 Newark, Ohio 43055  
 Camp Phone: 740-345-6266

### ***Schedule***

<b>Daily Schedule</b>	
6:30 am-9:00 am	Free Play/Morning Wrap Around Care
9:00 am-9:30 am	Opening Circle
9:30 am-11:00am	Activity Period 1
11:00 am-1:00 pm	Swimming (times will vary)
11:30 pm-1:30 pm	Lunch (times will vary)
2:00 pm-3:00 pm	Team Building/Mass Group Games
3:00 pm-3:30 pm	Closing Circle/Snack
3:30 pm-6:00 pm	Wrap Around Care/Stations/Group Games/Departure



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## **Morning and Evening Wrap Around Care**

The YMCA provides wrap around care for parents who need extra care before and after Camp hours. Children are able to be dropped off at camp starting at 6:30 am and may stay until 6:00 pm. Wrap around care is a time for campers to store or gather their belongings, play games with fellow campers and counselors, complete craft projects, etc. Day Camp officially starts at 9:00 am; campers are not required to attend morning or evening wrap around care. Late fees will be assessed if a child is not picked up by 6:00 pm.

## **Opening Circle**

Opening Circle is the official start of the camp day. The entire camp gathers for morning devotion, camp songs and any announcements for the day.

## **Activity Period 1 and Activity Period 2**

Campers separate into their age group with their counselors and participate in activities surrounding the theme of the week. Activities include crafts, nature study, games and skill development.

## **Meals**

During lunch campers sit with their age group and counselors encourage family time; getting to know each other and reflecting on the day. A breakfast snack, sack lunch and afternoon snack are provided. Breakfast snack is served from 7:30am to 8:30am daily. Lunch is served from 11:30am to 1:30pm and is available to anyone under the age of 18. Afternoon snack is available from 3:00-3:30pm.

## **Swim Time**

Campers have the opportunity to swim daily, weather permitting. Campers wishing not to swim will still accompany the camp to the pool, but will be engaged in other activities with their counselors. Swim time is cancelled in cases of severe weather, cold temperatures or any risk to the safety of campers.

## **Group Free Choice**

Each age group works together to decide what activity they would like to participate in during this time: crafts, nature study, games and skill development.

## **Camp Kapers**

Each age group is assigned an area of the campsite that is their group's responsibility to pick up daily.

## **Closing Circle**

Closing Circle officially closes the camp day. The entire camp gathers for any thoughts for the day, camp songs and announcements for the following day of camp.



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## **Age Groups**

Campers are separated by age groups for a majority of their activities. Their counselors wear staff shirts that correspond with the age group color:

*Yellow Group:* 1<sup>st</sup> & 2<sup>nd</sup> Graders

*Blue Group:* 3<sup>rd</sup> & 4<sup>th</sup> Graders

*Red Group:* 5<sup>th</sup> & 6<sup>th</sup> Graders

*Orange Group:* Leaders In Training (LIT) Group

*Neon Green Group:* Counselors In Training (CIT) Group

*Green Group:* Camp Director, Assistant Camp Director, Teen Director and All For One Coordinator

## **MISCELLANEOUS**

### **Field Trips**

If a field trip is scheduled during the camp week, the following policies apply:

- ❖ Camp staff will provide information regarding any scheduled field trips at the beginning of the camp week.
- ❖ Please be sure you have signed the camp permissions form located in the enrollment packet.
- ❖ The Y will provide transportation to and from the field trip. All drivers will be certified through an Ohio Department of Job and Family Services approved driver training.
- ❖ If you prefer your child not to attend a field trip, but would like them to attend camp, please inform the Camp Director/Assistant Camp Director so alternate arrangements can be made.
- ❖ If you arrive to camp late and your child misses the scheduled departure time for a fieldtrip, the parent will be responsible for transporting the camper to the designated fieldtrip location. Under no circumstance will the bus/van be able to pull over and allow a camper on or off the vehicle.

### **Medication Administration**

It is strongly recommended that all medications, vitamins and special diets be stored and/or administered at home. However, if that is not possible, parents are required to complete a *Request for Administration of Medication and Health Care Plan* form available from a staff member. Medications should not be left with your child with the exception of inhalers. Use of inhalers is permitted with parental direction on usage and accompanying the child's medical forms.

Medication will be given to the nurse in the morning and will be kept in a locked medication cabinet.

**All prescription medication must be in original container with current pharmacy prescription label in order for the YMCA to distribute medication to your child.**



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## **Lost and Found**

Please label everything that comes to camp with your child's name. Although the staff will make every effort to help campers keep track of their belongings, the final responsibility will be that of the child. Items lost or broken at camp, are not the responsibility of the YMCA or its staff. Lost and Found will be located next to the staff cabin. Periodically throughout the summer, items left behind will be donated.

## **Weather**

Licking County Family YMCA Day Camp will be open regardless of weather. Activities will be moved inside with special rain day programming. In case of severe weather, the campers will move into the Mitchell Center until the weather has passed.

## ***DROP OFF/PICK UP***

### **Speed Limit**

The Speed Limit at Camp is 5 mph. Please help us keep campers and others safe by driving 5 mph throughout the Licking County Family YMCA grounds.

### **Drop Off/Pick Up**

A parent/guardian will escort the child to the program area and needs to come to the program area to pick them up. The parent/guardian will be responsible for signing the child in and out upon arrival and departure. Please notify the counselors if your child is going to be absent from the program or needs to be picked up earlier than usual.

If your family receives publicly funded childcare, parents/guardians are required to record their child(ren)'s attendance on a daily basis using their SWIPE CARD provided by ODJFS. Failure to follow this requirement will result in termination of care.

### **Authorized Pick Up**

Children may be picked up by someone other than their parents as long as:

- The parent/guardian has notified the YMCA in writing that the person is authorized to pick up their child.
- The parent/guardian presents the camp pick up/drop off pass
- The person is 16 or over (this includes siblings).
- Anyone listed as an emergency contact is automatically authorized to pick up your child.

The YMCA staff will ask for a photo ID from anyone before releasing a child into their care. Please be sure that anyone picking up your child is carrying their photo ID and that they understand the sign in/out process.

Children will not be released to anyone suspected of being under the influence of drugs or alcohol.





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*Special Circumstances:* If there is a special circumstance involving custody of a child in which one parent or another is not allowed to pick up a child or is restricted to only picking them up on certain days, please submit any legal documentation relating to the custody of the child to the Y at time of registration.

## **Emergency Contacts**

If the YMCA Staff is unable to reach the parent/guardian of a child for any reason, they may contact individuals you have listed as your emergency contacts. Emergency contacts are automatically authorized to pick up your child. Be sure that your contacts are aware of where the camp is located and that in case of an emergency they may be asked to pick up your child.

## **Termination of Services**

Weapons of any kind are prohibited on YMCA grounds.

The YMCA reserves the right to deny enrollment or discontinue service to any child at its discretion.

## **FEES**

### **Registration**

Registration for camp includes:

- A completed Day Camp Registration Packet
- Purchasing either a Full Youth membership or a Summer Youth membership to the YMCA
- Paying either a non-refundable deposit for each week of camp, or paying for the week in full
- Weekly payments for camp are due the Friday before for the following week of care
- Campers with a balance for the week will be unable to attend camp

### **Before and After Camp Care**

Camp operates from 8:30AM-3:30PM. We offer Before Camp from 6:30-8:30AM and After Camp from 3:30-6:00PM for an additional weekly fee. If your child is dropped off before 8:30AM and is not registered for Before Camp you will be charged the Before Camp weekly fee. If your child is not picked up by 3:30PM and is not registered for After Camp you will be charged the After Camp weekly fee.

### **Deposit**

There is a \$25 non-refundable deposit due for each week of camp. A child registered for 4 weeks of camp will owe a \$100 non-refundable deposit. Deposits will hold a spot in a particular week of camp, the balance for each week is due the Friday before for the following week of care. Should your child choose not to attend camp or switch camps, this deposit is non-refundable and non-transferable.

If you choose to utilize the bank draft option for payments, no deposit is required at the time of registration. The full camp tuition will be drafted from the account on file the Friday prior to the



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week of care provided. Should you sign your child up for a week of camp and then choose not to send your child during that week or switch camps, a \$25 deposit will be drafted from the account.

If your child receives publicly funded childcare no deposit is required for Traditional camp, however if your child chooses a Specialty camp, Specialty camp fees are due in full at the time of registration. Should your child choose not to attend camp or switch camps, this Specialty camp fee is non-refundable and non-transferable.

## **Membership**

The Day Camp is a program of The Licking County Family YMCA.

- An annual Full Youth membership is \$188.00 and may be paid by monthly draft of \$15.00 per month. New members are required to pay a one-time joiners' fee of \$20.00 at the start of their membership. (New members are individuals that have not had an active membership within the past 30 days)
- Summer Youth Memberships are available for \$72.00. The Summer Membership is a full membership that is valid from Memorial Day to Labor Day.

In addition to members being able to sign up for Day Camp, your child will also be eligible to participate in program classes offered at the YMCA such as Gymnastics, Karate, etc. Full Members receive a discount on Day Camp fees and program classes compared to Non-Members.

## **Payment Options**

Payment options include:

- Paying by cash, check or credit card in person at the Licking County Family YMCA located at 470 West Church Street, Newark, OH 43055
- Paying by credit card via phone at the LCFYMCA: 740-345-9628
- Paying by credit card online at the YMCA Self Service Portal
  - Your email must be on file with the YMCA to register
  - [www.lcfymca.org](http://www.lcfymca.org) and click Register Online
  - Having trouble logging in? Contact the YMCA at 740-345-9628
- All payments are due prior to the start of the camp week. Campers who have balances on their accounts will not be able to attend.
- *Camp staff are **unable** to take payments at camp.* You will be asked to take any payments to the childcare front desk.

## **Late Pick Up**

The YMCA After Camp care ends promptly at 6:00 pm. There is a \$10 late fee per child starting at 6:01 pm and an additional \$1 per minute after 6:10 pm. Please be aware that excessive late pickups could result in your child being un-enrolled from camp.



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### **Late Weekly Payment**

Payments are due on Friday for the following week of camp. Payments made after Friday will be assessed a late fee of \$15.

### **Scheduled Holiday**

The YMCA Day Camp will be closed for the 4<sup>th</sup> of July Holiday if it falls on a week day.

### **Vacation/Sick Days**

The YMCA Day Camp will not pro-rate for times when your child is sick or on vacation. Please plan your summer schedule accordingly.

### **Cell Phones/Electronics**

The use of cell phones or electronics is not permitted at camp. Usage will result in confiscation of the cell phone or electronic and it will be returned to the parent at the end of the day. The LCFYMCA is not responsible for any lost or damaged items including cell phones and electronics.

## **ILLNESSES/COMMUNICABLE DISEASE**

### ***Management of Communicable Diseases***

The Licking County Family YMCA Day Camp maintains a strict policy excluding children from the program who are not feeling well and may be contagious.

YMCA Staff have received training from the Red Cross in First Aid and CPR as well as recognizing communicable diseases. Staff members are also trained in hand washing and disinfecting procedures. Children will be observed upon arrival and throughout the program for evidence of any communicable illnesses.

Parents need to be aware of the conditions listed below so they can keep a child home if they exhibit any of these symptoms. When a child becomes ill while at the YMCA Day Camp, parents are expected to come and pick up the child as soon as possible. The YMCA's policy of strictly excluding children with a possible communicable illness is designed to protect all of the children and staff. We sympathize with the difficulty of leaving work or staying home with a sick child, but by law we cannot care for a child with a communicable disease. We encourage you to plan for any illnesses that your child may have.

The Ohio Department of Health has provided us with a "Day Care Center's Communicable Disease Chart" containing the conditions below. This chart is available for viewing by the staff, parents and children upon request in case of any questions or concerns of a possible Communicable Disease.



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When your child has been exposed to a communicable disease other than a cold, you will be notified in writing within 24 hours.

When a child has symptoms of a communicable disease, she/he will be isolated from the other children and supervised by an adult. Ill children will be provided a place to rest in the nurses cabin. The bed will be disinfected after use. The parents and/or the designated emergency contact will be contacted to pick up the child immediately.

**Children will be sent home or asked to stay home with the following conditions:**

- ❖ Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness.
- ❖ Diarrhea (three or more abnormally loose stools within a 24 hour period.)
- ❖ Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- ❖ Difficult or rapid breathing.
- ❖ Yellowish skin or eyes.
- ❖ Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
- ❖ Untreated infected skin patches, unusual spots or rashes.
- ❖ Unusually dark urine and/or gray or white stool.
- ❖ Stiff neck with an elevated temperature.
- ❖ Evidence of untreated lice, scabies, or other parasitic infestations.
- ❖ Sore throat or difficulty in swallowing.
- ❖ Vomiting more than one time or when accompanied by any other sign or symptom of illness.

**Children may return to the program:**

- ❖ With a physician's statement that the child is free from all communicable diseases and that returning to the program presents no risk to the child or others.
- ❖ Visibly free from communicable illness AND symptom free for 24 hours.

A mildly ill child (minor cold symptoms, or not feeling well enough to participate fully in the program) will be cared for at the site and watched closely. If any of the above symptoms develop, the parent will be contacted to take the child home.

We prefer to err on the side of caution rather than allow healthy children and staff to be exposed to communicable illnesses.

The YMCA retains the right to exclude a child despite a physician's statement if that statement contradicts the YMCA's policies. The YMCA has the final say in caring for children who may be contagious. Please feel free to discuss these policies with the program administrator. The same policies apply to the staff. An ill staff member will be replaced by a qualified substitute.



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Illness reports will be sent home with the ill child to document symptoms and times for parent's records.

## **CONDUCT/DISCIPLINE POLICY**

### ***Conduct Policy***

The YMCA has a clear responsibility to protect and promote the YMCA's goals, which include teaching children to resolve conflicts in nonviolent non-aggressive ways. This policy identifies unacceptable behaviors by children, parents, staff and visitors while at camp. We expect staff, parents, and visitors to treat each other kindly and with respect, keeping in mind we are role models for our children. Unacceptable behaviors include, but are not limited to the following:

- ❖ Profanity
- ❖ Threats, intimidation or harassment
- ❖ Mental or bodily harm
- ❖ Disruption and obstruction
- ❖ Destruction of property
- ❖ Disturbing the peace
- ❖ Dishonesty or misrepresentation
- ❖ Violation of criminal law
- ❖ Smoking

### ***Discipline Policy***

The goal of discipline is to help the child develop self-control. Children are encouraged to express their feelings (*"I don't like it when you take my toy" or "I'm angry"*). They are reminded of the rules in a positive way. (*"Please walk in the hall", "Use your words" "Build with the blocks"*) and are redirected (*"You may not throw the block, but here's a ball you can throw" or "Books are for reading – you may tear this old magazine"*). Children are encouraged to solve problems (*"What should we do about two people wanting the same toy" or "What would happen if..."*) and are encouraged to take responsibility for their own actions through logical consequences (*"When you poured the water out onto the floor, it got wet. Please use the sponge to clean it up" or "Here's tape to fix the book that you ripped."*) Time out is limited to children who are out of control and need some assistance to regain self control, and is not a punishment.

Guidance and discipline are positive and appropriate to the situation and to the child's developmental level. Discipline will never be imposed for failure to eat or for toileting accidents. No child will be humiliated, shamed, frightened, or subjected to verbal abuse. Discipline will not be delegated to children –they are not permitted to hit each other nor are parents permitted to spank or slap their children while at the YMCA Camp. In case of physical aggression, counselors may only restrain children for the safety of those involved, but no other form of physical punishment or restraint is ever used. "NO" shall always be followed by an explanation. The counselors may consult with the parents about re-occurring problems and encourage parents to discuss any problems they are having at home. It is very important for us to work together for the benefit of the children.



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If you find that you do not agree with our discipline policy, please share your feelings and beliefs with us. We will attempt to work out our differences. However, if you find yourself uncomfortable with our methods and we have not been able to compromise you may need to consider other childcare arrangements for your child. An example of this problem is if you believe that it is necessary for your child to hit other children when conflicts arise. Since hitting by anyone, no matter what the circumstances, is unacceptable in the YMCA program, this is not a difference that can be worked out by compromise. The specifications of this rule apply to all employees for the YMCA.

In the case of serious or recurrent disruptions, parents may be called to pick up the child. If at any time the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff or the program, camp enrollment will be terminated.

All discipline methods will be in compliance with the Ohio Department of Job and Family Services rule 5101:2-12-22 regarding Child Guidance and Management. Specifications of this rule apply to all employees and persons on the premises.

## **Parent Involvement**

Parents/guardians are welcome to visit and observe the YMCA Day Camp at any time. If you have interest in sharing a special skill with the children or helping with the various projects during the camp day, please contact the Camp Director.

Parents/guardians are encouraged to share thoughts and information about their child or any questions or concerns with the staff. Parent information is available at the sign in desk, where staff will post announcements and notices regarding the program. Staff members are available to meet and talk with you when you pick up your child. If these times are not convenient with your schedule, or your child's counselor has already left for the day, please feel free to schedule an appointment. Parents and Staff working together help prevent later problems and misunderstandings.

To schedule an appointment:

YMCA Day Camp: 740-345-9628 contact Gail Humbert, Camp Director. You may also contact Heather Hawkins, the Director of Child Development for the Licking County Family YMCA at 740-345-9628.



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## YMCA DAY CAMP STAFF

### ***Supervision***

The YMCA Day Camp follows the counselor to camper ratios as recommended by the American Camp Association (ACA).

<u>Age</u>	<u>Ratio-Counselor: Campers</u>
5-6 years of age	1:6
7-9 years of age	1:8
10-13 years of age	1:10
13-15 years of age	1:18

### ***Safety of the Child***

The safety of your children is our first priority at the YMCA. The following guidelines will help ensure their safety:

- ❖ A staff member trained in First Aid, CPR, communicable diseases and child abuse/neglect recognition and prevention is on duty when the program is open.
- ❖ When an accident or incident occurs, a written report will be filled out, with a copy given to the parent/guardian.
- ❖ Fire and weather emergency plans will be posted in the cabins; including emergency numbers. Regular fire drills will be conducted.
- ❖ A working telephone is available for use in case of emergencies.
- ❖ All children will be within sight and hearing of a staff member at all times. No child will be left alone or unsupervised.
- ❖ The use of spray aerosols is prohibited when the children are in attendance.
- ❖ A fully stocked First Aid kit is available for use by the staff.

### ***Mandated Reporting of Child Abuse***

Ohio law requires that all child care staff are mandated reporters of child abuse. The YMCA Camp staff has a legal obligation to question bruises, marks etc. We do not determine whether abuse has occurred, however we are required to report any suspicions to children's services.

## ACCREDITATION

The Licking County Family YMCA Day Camp is an American Camp Association (ACA) accredited program. More information regarding accreditation can be found at <http://www.campparents.org/funsafety>, the ACA's website.



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## **Changes to Handbook**

### ***Changes/Amendments***

Any changes or amendments to the above policy and procedure handbook will be at the discretion of the Child Care Director. You will be notified in writing of said changes.

Revised March 2017hh