



# **NWA Mercy Family YMCA**

# **Summer Camp Handbook**

Northwest Arkansas Mercy Family YMCA  
5214 Village Parkway  
Rogers, AR 72758  
479-273-9622  
[www.ymcanwa.org](http://www.ymcanwa.org)

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



## **Vision Statement**

The Northwest Arkansas Mercy Family YMCA's child and youth programming aim is to provide accessible, dependable, high quality preschool in a safe and nurturing environment. In this setting, children, parents, and staff each play an important role in enhancing the Y's ability to be a high- quality child care provider.

We value....

...**children** for their wonder, curiosity, ability to play and their ability to do meaningful work.

...**families** for their diverse bonds and traditions and the motivation they provide through dreams for their children.

...**staff** for their delight in children, the skills and knowledge they rely on and their commitment to families in the program.

Maintaining a working partnership between children, parents, and staff will more fully support a child's physical, intellectual, emotional, and social development. With this, the Y is about to provide a relaxed, enriching environment where children will have plenty of time to play and learn.

## **Y Mission**

To put Christian principles, including honesty, caring, respect, and responsibility, into practice through programs that build healthy spirit, mind and body for all.



## Camp Information:

- **Contact Information:**

- **Camp Coordinator –479-273-9622**

- Brandon Brzozkiewicz

- [youth@ymcanwa.org](mailto:youth@ymcanwa.org)

- **Camp Hours 7:00am to 6pm Monday thru Friday**

- Breakfast will be served daily at 8:30 A.M. Breakfast will stop being served at 9:00 am.
- The Y will provide a daily snack for campers that are still present at 3:30 p.m.
- Lunch will be provided at least 3 days per week using the free lunch program at the schools. Please watch for weekly schedules to know which days. Children will ride the school bus to and from location.

- **What to bring to camp:**

- The backpack that each camper will receive at parent night
- Day Camp t-shirt (Required for field trip days)
- Tennis shoes & water shoes. Sandals and flip-flops are not permitted.
- Labeled Water bottles with your child's name
- Sunscreen (labeled with child's name) This will be kept at Camp.
- Swim Suit and Towel on instructed days



### **Payments**

Payments are automatically taken out of your account on a weekly basis the Friday before the camp week.

### **Financial Assistance**

Through the generosity of community donations, funds are available for financial assistance. Based on the availability and space in the camp, qualifying families will not be turned away due to their inability to pay. If your child needs financial assistance to attend camp, please fill out a financial assistance application, available at the Y. Please allow two week for processing.

### **Arrival and Departure**

**Parents/guardians are required to sign their child in and out each day.** In order to provide the best protection for your child we cannot release him/her to anyone who is not listed on the emergency form unless we receive written permission from you. Our staff will request photo identification of a pick-up person as proof of identity. We will not accept telephone instructions regarding the release of your child **unless it is a true emergency. We will ask a 'safe' question and will require you to provide the correct answer.** Please do not ask our staff to violate this policy as we have the best interest of your child in mind.

### **Late Pick Ups**

Children remaining past 6:00 p.m. will be charged \$1.00 per minute. If it occurs more than three (3) times, a meeting will be scheduled with the parent and the Youth and Family Director and a \$50 late fee will be assessed.

### **Insurance**

The Y carries general liability insurance. Parents/guardians are responsible for providing their own medical insurance coverage and policy number on their child's emergency contact form.

Parents/Guardians are also responsible for notifying the staff of any change in coverage or change in contact information immediately.



### **Lost and Found**

Although we make every effort to recover lost items the YMCA is not responsible for the lost items. Items not claimed will be donated to the local community thrift store. Please make sure your child's name is on all items brought to camp.

### **Rainy Days**

Camp children will still have an opportunity to have large motor play on our indoor basketball court, racquetball courts, and the track. Please make sure that your child has shoes to be able to play outdoors or indoors.

### **Behavior and Discipline**

Our camp staff will model expected behavior and help children set clear rules striving to be **Honest, Respectful, Responsible and Caring**. Staff will provide structure and routine to the daily schedule and intervene promptly to provide coaching to promote children's development of respect for others. It is our policy to keep misbehavior in perspective, recognizing that every infraction does not warrant attention and identifying those that can be used as learning opportunities. It is also our policy to resolve conflict with non-violent means. Similarly, we must insist that children participating in our programs refrain from threatening and violent behavior towards staff and other children. Behavior that infringes upon safety of the child or other children such as attempting to leave a supervised area without permission, bullying, or abusive acts towards others, is considered chronically disruptive behavior. Chronically disruptive behavior will be dealt with in the following manner:

- A verbal warning will be given to the child along with a reminder of acceptable behavior.
- If the behavior continues, the child and staff person will complete a discipline referral sheet.
- In the event of a second discipline referral, and/or if the child continues to require constant staff attention, a meeting will be scheduled with the appropriate Camp Director, appropriate staff, and parent/guardian in order to determine conditions for the child remaining in the program.

The Y reserves the right to suspend or remove a child from camp. Please remember program termination results only when the Y camp



program is unable to meet the child's needs. It is not the child's failure.

**PLEASE NOTE: No refunds will be made for the remainder of the camp session if this occurs.**

### **Illness**

Parents/Guardians will always be notified promptly when their child is found to have a fever or appears to be sick. A child should not attend camp with:

- A fever
- Vomiting two or more times within a 24 hours period
- Pink-eye- until 24 hours after treatment is started
- Scabies, head lice, or other infestation-until after treatment is started and child is nit free. To return the child to camp, parents/guardians must bring proof of treatment (the shampoo package, nit comb, etc.) The staff will continue head checks for 10-14 days.

The following contagious diseases require a physician's written release to return to camp: tuberculosis, mumps, impetigo, hepatitis A, chicken pox, measles, rubella, shingles, strep throat, pertussis (whooping cough), and herpetic gingivostomatitis.

The YMCA reserves the right to refuse care to children that show signs of illness.

### **Medications**

Under the provisions of Department of Public Welfare regulations, camp staff may not dispense medication of any type, including over-the-counter medications, without a physician's current written instructions and written consent from the child's parent/guardian. All medications must be kept in their original child-resistant containers, labeled with the original prescription label, and should be handed to the camp staff on duty. Staff will have the parent/guardian complete the daily medicine log giving them permission to administer the medication to your child. Medication will not be used beyond the date of expiration on over the container medicine. We will also not go beyond the expiration of instructions by a physician. If your child has a chronic illness, such as asthma, we will need a Medical Care Plan filled out by your child's physician. We can provide that form for you or you may get one from your child's physician's office.



### **Peanut Allergy**

We try to make sure we are serving peanut free snacks or having an alternative for a child that has an allergy. If a child cannot be around peanuts at all we will have a separate eating area for them during lunch and snack. Friends can join them in this area as long as the snack or lunch they have is also peanut free. All campers will wash their hands following lunch and snack to keep oils off of doorknobs and other surface areas.

### **First Aid and Emergencies**

A staff member will assess all injuries, provide first aid and report to the parent/guardian on an accident report. When the injury is more serious than day-to-day scrapes and bruises, staff will call the parent/guardian and alert them to the injury and to the care the child has received. In the event of a very serious injury or emergency, the parent/guardian will be notified after the emergency medical service has been contacted. First aid kits are available at all times with a copy of each child's emergency contact forms. First aid kits and the children's emergency forms accompany the group to all offsite location.

### **Waiting List**

If there is no space available when you register for camp, your child's name will be placed on a waiting list. If an opening occurs, the Camp Coordinator will notify you. Once notified of an opening, camp fees must be paid in full for your child's name to be added to the camp roster.

### **Swimming/Water Activities**

Due to the YMCA not having a pool for daily use we will do water activities outside throughout the week. At the beginning of each week you will get a weekly calendar telling parents/guardians which day your child will need to bring a bathing suit and towel, as well as shoes that can get wet. In the event of inclement weather (i.e. thunder/lightening), we will replace water activities with an alternate activity. Please know that we do use the creek next to the YMCA which is why water shoes are so important. Children without water shoes will not be able to participate.



**Camp Changes**

Camp changes can be made but the \$25 deposit will be forfeited. Changes due to medical reasons must be accompanied by a physician's note. Please choose wisely when registering your child/children for each camp week as we determine staff and supplies on weekly rosters.

**Camp Refunds**

In the case of extended illness (more than three (3) days), as certified by a physician's note, or relocation from the service area, refunds may be given with approval of the Youth and Family Director.

**Camp Counselors**

All staff members are trained in First Aid and CPR and in the recognizing and prevention of Child Abuse. All Camp staff has passed background checks administered by the State of Arkansas and the Sex Offender Registry. If you have any questions or concerns with the staff at any point please feel free to speak with the Camp Coordinator or Youth and Family Director.

**Handbook Acknowledgement**

I have read and understand the handbook and its content. If I have questions I will direct them to the YMCA staff. I have also read this handbook to my child so they know the rules and policies of the Northwest Arkansas Mercy Family YMCA Summer Camp.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campers Signature

\_\_\_\_\_  
Date





### **Sunscreen Permission**

One of our goals this summer is to be outside as much as possible! We want to make sure your children are sunburn free. Please send your children with sunscreen and bug spray (optional) to keep at camp this summer. We recommend putting sunscreen on your child before he/she leaves the house each morning. We have a storage bin for all sunscreen containers. My child \_\_\_\_\_ has permission to apply sunscreen and/or bug spray on him/her self while at camp.

\_\_\_\_ Please check if your child needs help applying sunscreen/bug spray.

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Parent Signature

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Date