



Dear YKnots 1 & 2 Camper Parents,

Thank you for choosing the South Mountain YMCA for your summer day camp needs. Whether for child care or summer enrichment, we are sure your child will become more well-rounded and enjoy plenty of new experiences while at our camp. Please remember that camp is a magical place where children should be prepared to make new friends and share these new experiences together.

We are happy to say that we will be having a:

**Meet 'N' Greet on Sunday, June 27<sup>th</sup>**

**YKnots 1 1:00-2:00pm**

**YKnots 2 2:30-3:30pm**

so you and your child can have the opportunity to meet their counselors and tour the building together. However, if you can not attend, we look forward to meeting you on your child's first day of camp.

You should familiarize yourself, as well as your child, with everything in this packet. **If you have not alerted us of your child's immunization records, you should visit our website to download PAGE 2 of the Camp Registration Form and return it to us immediately.** Forms from previous years or other child care departments of the South Mountain YMCA are filed separately from YKnots Camp Paperwork and are not available to the Camp Office personnel.

**We are a peanut-free camp. Please make sure your child comes to camp without any nut products or peanut butter items.**

During the summer we will be communicating with you through weekly emails. This will be our main source of communication with you so please let us know if there are any changes in your contact information. Also, please be sure to ask your child for any handouts we may have given to them during the day.

Feel free to approach your child's counselors at any time with questions or concerns. Our staff will be working very hard to make every child happy.

Do not hesitate to call us with any further questions or comments you may have now or in the future. We are always open to your suggestions and ideas.

Yours in Camping,

Jennifer MacAfee  
Y Knots Camp Director  
[jmacafee@metroymcas.org](mailto:jmacafee@metroymcas.org)

Karen James  
Asst. Camp Director

Thanks again for choosing South Mountain YMCA Camp!



## Y Knots 1 & 2 Day Camp Handbook

**YKnots Camps PROGRAM HOURS:** The **YKnots 1 Camp** hours are 9am to 3pm. **YKnots 2 Camp** hours are 9:30am to 3:30pm. However, your child may be dropped off from 7:15 am and picked up as late as 6:30pm for an extra fee for before and after camp care---*Please call the Y to register in advance for this option. We require 48 hours notice to accept your child in these programs.*

### PROGRAM POLICIES AND PARENT AGREEMENT

1. All final payments **are required prior to June 1, 2010 or you may forfeit your child's placement and deposit.** Your child will **not** be permitted in the program without full payment unless you have pre-arranged a payment plan with us. All add-on registrations for camp sessions and AM and PM Care must be done by Wednesday at 5pm for the following Monday, if there is availability.
2. **Camp Objectives:** YMCA Day Camps give children experiences that last a lifetime. We are here to help participants grow spiritually, mentally and physically. The YMCA camp experience is designed around 7 objectives that characterize all YMCA programs including: Personal Growth, Learning Values, Improving Personal and Family Relationships, Appreciating Diversity, Becoming Better Leaders and Supporters, Developing Specific Skills, and Having Fun.
3. **Accreditation:** The YKnots Day Camps are voluntarily accredited by the American Camp Association. As such, they are held to the utmost standards in safety, program and facility standards.
4. **Location:** The YKnots Camps are located in the Program Center of the South Mountain YMCA at 13 Jefferson Avenue in Maplewood, NJ.
5. **Camper Groups:** Your child will be put into a camper group prior to the start of camp. Please email [jmacafee@metroymcas.org](mailto:jmacafee@metroymcas.org) if your child has a friend at camp. ***The parents of both friends must do so to be put together.*** Children make friends rather quickly and campers adjust better if they hear this positive reinforcement from parents also. Y Knots has a staff/camper ratio of 1:6; YKnots2 groups will have a 1:8 ratio. There will be additional staff for swim lessons and throughout the day with Camp Specialists.
6. **Changes in Information:** Remember to advise us of any changes in authorized persons, contact phone numbers, & change of addresses. If you have not already done so, you will need to send in your **Camper Health Info Form** (which is actually the second page to your original Camp Registration Form). If you are not receiving e-mails from the camp, please notify us so we can make sure you receive weekly updates and newsletters.
7. **Health:** If your child becomes ill with any of the following, please notify us immediately and keep your child at home: fever, diarrhea, unexplained rash, red or runny eyes, earache, sore throat, or chronic cough. The YMCA will contact you to pick up your child if any of the above symptoms occur at the program or if an injury of any type requiring more than a band-aid occurs. Once my child is symptom-free, or has a doctor's note, he/she may return to the Program. **Please thoroughly review our Camps' Policies and Procedure with regard to the H1N1 Flu virus which is posted as a link on our Y KNOTS Webpage on our website.**
4. **Medication:** All medication to be administered to your child while at camp must be in its original container and turned in to the **Asst. Camp Director, Karen James**, along with the **Authorization to Medicate Form-** (which can be found downloaded from the YKnots's web page). Karen will administer the medication, which will be stored in locked container.
5. **Staff:** The key to a successful camp is its staff. Our staff is carefully selected based on high standards of maturity, warmth, and sensitivity towards children as well as understanding of youngsters and knowledge of program skills. As part of ACA Accreditation, our staff is trained for a minimum of 30 hours. Staff trainings are thorough, comprehensive and specific to camp and YMCA requirements.

6. **Discipline:** Our camp will provide a nurturing environment where every child will have the freedom to learn and grow. If your child has been misbehaving, he/she will be spoken to and redirected from that particular situation. If necessary, the time to reflect on their behavior may be administered. If the behavior persists, the counselor and/or Camp Director will discuss the situation with the parent. Problems that can not be resolved after these efforts may result in suspension or expulsion. Behavior problems are subject to suspension **without** a refund! Please review our **Statement of Discipline Policy**.
7. **Toys:** Campers are asked to leave expensive toys, electronic devices and jewelry at home. The South Mountain YMCA will not be held responsible for lost, stolen or damaged articles and will not hold up buses to allow for time to retrieve missing items lost on trips.
8. **Belongings:** Please label all of your child's clothing, towels, swimsuits, etc. that are taken to camp as they are prone to being lost, dropped, or not put away properly.
9. **Parent Involvement:** We encourage parents to discuss any questions or concerns about the policies or practices of the Camp with us. Parents of enrolled children may visit the program at any time without having to secure prior approval. We just ask that you please let us know that you are there. Also, if during any special events held throughout the summer, you wish to volunteer or participate in any fashion, please let us know. Please be advised that because of space limitations, we can not have many parents in camp at the same time. You will receive an Online Zoomerang Camp Survey after your child's camp sessions are finished. Your prompt response is greatly appreciated as we value your ideas and opinions.
10. **Snacks:** Parents should provide a light morning snack in the backpack for the camper to enjoy while at the pool. Afternoon snacks will be provided to campers in After Camp Care at no additional cost. Please advise the staff verbally if there are any food restrictions for your child. You may send in a snack of your own for After Camp Care if you wish.
11. **AM Drop-Off:** **You must sign your child IN and OUT of camp.** The parking lot of the South Mountain YMCA will be blocked off for parents to drive through. Please use the Columbia High School Parking Lot on West Parker Ave lot if you wish to escort your child into camp yourself as we will need to keep the line of cars moving. You and your emergency contact people should be prepared to show identification to the Camp Staff for your child's safety. Please exercise caution when dropping off your child. Do not let your child walk unattended through the parking lot into the building. Camp staff will escort your child to there group after you have signed then in camp each morning
12. **PM Pick-Up:** Your child must be signed out upon pick-up. If anyone other than a parent or authorized contact person will be picking up your child, we require an **Alternate Pick-Up Form** to be submitted at least a day in advance- (or at drop off in the Am at the latest). We will ask unfamiliar persons for identification before we release your child.
13. **Late Fee:** A late fee of \$15 per 15-minute interval starting from your child's scheduled pick-up time will be charged if you fail to pick up your child by the designated pick up time. If you are going to be late, please try to arrange for someone else who has authorization to pick-up your child. We also ask that you call the YMCA Program Center at (973)762-3658 and inform the staff of the late pick-up situation. The camp staff will stay with your child until he/she is picked up.
14. **Absences/Late Drop-Offs:** All campers not signed in by the parent/guardian will be marked absent by the Senior Counselor of the camper's group. Latecomers who meet us at the Maplewood Country Club Pool facility will need to alert the Asst. Camp Director, Karen James and the Senior Counselor of the camper's group of the camper's arrival. Please understand that if your child is absent on a particular day that he/she has been scheduled to attend, you cannot send him as a make-up on another day.
15. **Lunch:** Please send your child's lunch in a Labeled, Disposable Lunch Bag, not a lunch box as they are prone to being left behind. Please put your child's name and group # on the bag to be put in your child's camp group lunch bin. **NO GLASS BOTTLES PLEASE.**

**We are a peanut-free camp. Please make sure your child comes to camp without any nut products or peanut butter items.**

16. **Daily Camper Needs:** Please send your child to camp daily with the following: **lunch** (in a labeled, disposable bag), a **bathing suit** (to be worn to camp) and a **backpack** filled **with a small snack for the pool, sun screen lotion, underwear, towel** (with a bag to put the wet items in if you wish), and a labeled, disposable **water bottle** (as we do spend some time outdoors). A hat and white t-shirt to wear in the pool may be needed for camp if your child is susceptible to the sun.
17. **Sneakers:** Please send your child to camp wearing sneakers. Your child will be running, jumping and having fun all day. Sandals and flip-flops will **not** be permitted.

- 18. Swim Lessons:** Swim lessons are offered daily at the Maplewood Country Club Pool except on trip days, which are typically Wednesdays. Please send your child to camp in his/her bathing suit. We will be swimming first thing at camp each day. Campers will be tested at the beginning of each camp session to determine their swim level. We do not force any child to take instructional swim. Our philosophy is for children to learn to enjoy the water, learn basic water safety and to work toward swimming proficiency at his/her own level. The staff is motivated to progress each camper to the next swim level as part of our commitment to you. There will be a short free swim time in the one-foot deep pool at the end of each swim lesson.
- 19. Trips:** Campers **must** wear their YMCA camp shirts on all trips. If your child doesn't receive their camp T-shirt before the first trip, see the Camp Director. The first shirt cost is included in the camp fee. **Additional shirts can be purchased at the YMCA office for \$8.00.** Campers must stay with their counselors at all times and must behave on both the bus rides and at the venues we visit as they are representing the YMCA. All campers are required to wear seat belts on the bus rides. We will be in contact with the YMCA office if we run late on a trip.
- 20. Activities:** Activities include swimming, arts and crafts, cooking/nutrition, sports, playground time, dance/music, drama, games, nature and free time. To build excitement and camp spirit, many special events will be held that are based on our Theme of the Week. Please keep an eye out for newsletters through our e-mails and make sure to ask for a copy on Friday if you do not have an e-mail address. Please see the sample schedules attached.
- 21. Lost and Found:** Please help us locate your child's items by labeling everything your child brings to camp, i.e. clothes, bathing suits, shoes, water bottles, etc. Our staff will make every effort to return found items to the correct camper. All non-labeled items will be placed in a Lost and Found Box for you to search. It is very frustrating for parents to keep buying a new bathing suit-help your child with labels or permanent marks. We travel to the pool and can be unsure of taking another group's suit back with us. We do not bring back items from the pool site that is unlabeled to our Lost and Found box.
- 22. Values:** The South Mountain YMCA teaches and promotes the 4 Core Values of RESPECT, RESPONSIBILITY, HONESTY AND CARING in every activity we do. Your child will be rewarded for using these values at Y Knots Camps.
- 23. Y Knots Camp Rules:** Please go over everything in this packet with your child prior to camp. He/she will be safe and happy when these rules are re-enforced by you at home both before and during the camp season. All campers must participate in clean up activities. This includes on the bus, at picnic or lunch sites, public areas used by the camp and other related locations. If a camper is having trouble with another camper and is unable to resolve the problem between them, then they should seek help from their counselor or the camp director.
- 24. Camp Staff Code of Conduct:** At the conclusion of the camp staff training, we feel confident that our staff will have the knowledge and commitment to do well at their job and to take the utmost care of your child. As such, they make a pledge to our **YMCA Camp Staff Code of Conduct**, which is attached for your review.
- 25. Your Satisfaction:** Please feel free at any time to forward comments about the YKnots Camp, Staff or Activities to the Camp Directors. Any issues can be resolved with us anytime. We anticipate positive feedback and encourage you to let us know of any issues or concerns you may have. We can not correct a situation we are unaware of.

We thank you for choosing the YKnots Day Camp for your summer child care needs and experiences. We look forward to seeing you and giving your child the summer of a lifetime!



## Code of Conduct for All Staff and Volunteers

1. In order to protect staff, volunteers, and program participants, at no time during a program is a staff/volunteer person to be alone with a single child where they cannot be observed by others. Staff and/or volunteers supervising children should space themselves in a way that other staff/volunteers can see them.
  2. Staff and/or volunteers should never leave a child unsupervised.
  3. Restroom supervision: Children who are participating in YMCA programs are not to be sent to bathrooms without a YMCA staff member present. The buddy system or three children together are not acceptable practices and are no longer permitted at the YMCA. For single stall bathrooms the YMCA staff will be positioned outside of the bathroom to make sure no one else enters the restroom. At minimum, when multiple children are in the bathroom or locker room, YMCA staff members will be standing in the doorway so they can have at least auditory supervision of the children. Staff members can and are encouraged to be inside the facilities so they can be easily seen by the children and so they are able to immediately stop any inappropriate activity. This is best done with multiple staff members so individual staff are not subjected to unwarranted allegations. Protocols that address the variety of unusual circumstances possible during outdoor or off-site activities shall be established and made part of that program/activity's operating guidelines.
  4. Staff and/or volunteers should conduct or supervise private activities in pairs, e.g., diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff and/or volunteers should be positioned so that they are visible to others.
  5. Staff and/or volunteers shall not abuse children in any way including:
    - Physical abuse: striking, spanking, shaking, slapping, etc.
    - Verbal abuse: humiliating, degrading, threatening, etc.
    - Sexual abuse: touching or speaking inappropriately
    - Mental abuse: shaming, withholding kindness, being cruel, etc.
    - Neglect: withholding food, water, basic care, etc.
- Any form of abuse will not be tolerated and may be cause for immediate dismissal.**
6. Staff and/or volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff and/or volunteers will have age-appropriate expectations and setup guidelines and environments that minimize the need for discipline. Physical restraining is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
  7. Staff and/or volunteers will conduct a visual health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening manner. Any questionable marks or responses will be documented.
  8. Staff and/or volunteers will respond to children with respect and consideration and treat all children equally, regardless of gender, race, religion, culture, disability or economic level of the family.
  9. Staff and/or volunteers will respect children's rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say "No." Other than diapering or as required by safe instructional methods, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
  10. Staff and/or volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
  11. Staff and/or volunteers are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
  12. Staff and/or volunteers must appear clean, neat, and appropriately attired.
  13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.

14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. YMCA staff and/or volunteers will not initiate contact with or accept supervisory responsibility for participating children outside approved YMCA activities. Staff and/or volunteers may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior approval from the Executive Director.
19. Staff and/or volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
20. Staff and/or volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
21. Staff and/or volunteers should not give excessive gifts (e.g., video games, tv, jewelry) to youth nor be exclusive. Gifts around celebrations and holidays are to be shared with all participants.
22. Staff and/or volunteers may not date program participants who are under the age of 18.
23. Under no circumstances should staff and/or volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Employees who, in the course of their work, have access to confidential information have an obligation not to disclose that information to other employees, members or other persons within or outside the Association.
25. Staff and/or volunteers are required to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
26. Staff and/or volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject as instructed by a supervisor and listed in the Metro YMCAs of the Oranges Personnel Guidelines and Child Abuse Prevention Policy and Procedures.
27. Staff and/or volunteers will display and uphold the Character Development values of Caring, Honesty, Respect and Responsibility, as consistent with the Mission of the YMCA, by leading by example and incorporating the values in their programs and positions.

**I have read and understand the above as explained to me; I agree to abide by all of its conditions. Any violation of this Code of Conduct may result in disciplinary action up to and including termination.**

---

**Printed Name Signature**

## Camp Policies and Procedures Regarding the H1N1 Flu Virus

At the South Mountain YMCA, the safety and well-being of our members, program participants and staff is a top priority. We are closely monitoring information about the H1N1 (swine) flu from the U.S. Centers for Disease Control and Prevention (CDC) and our local health and human services agencies. We take this matter very seriously. We have put in place the following safeguards designed and recommended by the CDC to protect our campers and staff:

1. All camp staff will promote cough and sneeze hygiene among our staff and campers, i.e. sneezing into your elbow or a tissue.
2. All camp staff will promote and encourage frequent hand washing to prevent the spread of germs. Campers will be asked to wash their hands after bathroom use, prior to eating and after sneezing or coughing. Alcohol based hand sanitizer dispensers will be strategically placed throughout the camp site for use when soap and water is not immediately available.
3. Parents are required to keep their children at home and away from camp if their child develops these symptoms at home. In this case the children are required to be kept at home for 7 days before returning to camp. To help in determining whether your camper has flu like symptoms and what action to take the following checklist may be helpful to parents:

### **ASSESSING THE HEALTH STATUS OF YOUR CAMPER.**

Does your child have:

1. Fever of 100 °F or Greater? Yes No
2. Sore throat? Yes No
3. Cough? Yes No

If you checked "yes" for fever AND one or two of the other symptoms, keep your child at home because of an influenza-like illness. Call our office to discuss program participation options. Current recommendation is that children remain home for seven days after symptoms start, even if the child is no longer ill. If your child is still sick after seven days, keep your child at home until well for 24 hours. If you have questions about your child's health or symptoms, call your child's healthcare provider.

If your child has been diagnosed by a healthcare provider with a different disease – such as strep – follow your healthcare provider's recommendation. This questionnaire is based on information from CDC, WHO, and several State Departments of Health as of 26 May 2009.

We will continue to monitor new developments from the CDC and the NJ Department of Health and we will remain very proactive by following the aforementioned policies and procedures. We hope that parents can partner with us to help prevent and reduce the incidence of flu at camp by making sure their child practices effective hand-washing and cough/sneeze behaviors at home. Should you have any further questions don't hesitate to contact your camp director.



## South Mountain YMCA

### STATEMENT OF DISCIPLINE and EXPULSION

Discipline at the **South Mountain YMCA** is handled with much care and thought. The goal of our discipline is to correct a situation in a positive manner and separate the action from the child. Our philosophy is that no child is ever a “bad child”, but perhaps he/she did not, at a given moment, make very good choices for his or her actions or behavior.

We use two methods of discipline with our children. First, we try to redirect the child by focusing their attention to an appropriate activity. Second, we use positive reinforcement with all children. If we need to become more firm, we may take the child aside and speak quietly but firmly with them, trying to explain that their actions are not appropriate and suggest another way in which they could make a better choice in this particular situation.

If there is an ongoing problem with a child, the lead staff member may discuss the problem with the parent(s). Usually, this helps the child’s behavior because he/she will be receiving positive reinforcement with the problem at home as well as at the program. If a serious situation occurs, such as your child seriously injuring another child purposefully and depending on the circumstances and seriousness of the situation, the child may be suspended for a specific period of time. A conference with the Director may be necessary to create an action plan for improved behavior in our programs.

Striking/Hitting, Leaving the Facility Without Permission, Sexual Content, Stealing, Threatening, Excessive Swearing, Non-Payment, Continuous Late Pick-ups, Bullying (including verbal and physical abuse), Parental Harassment of staff or someone else’s child, Continuous Disruption of the Program, and Repeated Serious Episodes of Inappropriate Behavior are actions contrary to proper YMCA behavior goals and will be looked upon as cause for termination with no refunds of program fees. This will be communicated to you, in writing, with sufficient time for you to make alternative child care arrangements.

As per the Metro YMCA of the Oranges Staff Code of Conduct, staff shall not abuse or neglect the children in our care. A child will never be deprived of food, struck, name called, threatened, or ridiculed. No child will be isolated or left unsupervised at any time.

The staff at the **South Mountain YMCA** gives each child love and acceptance that is unconditional as well as guidance to learn and grow in a happy and positive way.

# South Mountain YMCA

## Bus Travel Rules

All transportation of campers will be done by a licensed, contracted bus company. Campers are not to be driven in personal staff vehicles, unless an unforeseen and unavoidable emergency arises upon the director's request.

A minimum of 4 counselors, unless special permission is granted, are to ride with the campers acting to maintain safety and order at all times. Every effort must be made to ensure the safety of all passengers.

Counselors are to spread themselves out in the bus, not all sitting in one area. A counselor should always be seated at the rear emergency door and is responsible for making sure all children get off the bus at the end of the trip. The counselor sitting nearest the bus driver will be responsible for checking that there is a first aid kit and a fire extinguisher on board.

Passengers are to remain seated at all times with their seat belts on when the vehicle is in motion, walking about only when getting on or off at a designated stop. A counselor should exit first before the campers are allowed to leave the bus. EVERY EFFORT MUST BE MADE TO ENSURE THE SAFETY OF ALL PASSENGERS.

The Senior Counselors take attendance as the children board the bus. A designated Bus Leader will count all heads on the bus, including staff to ensure the return of all guests. The bus will not move until all campers are accounted for and seated with their seatbelts buckled. Senior Counselors are responsible for bringing the health and permission-to-treat forms with the group on all trips that require more than 1 hour driving distance away from the camp.

A COUNSELOR IS NEVER TO BE LEFT ALONE WITH A CAMPER ON THE BUS OR ANY OTHER TIME as part of YMCA policy.

### **General Bus Rules**

- Buses must only be filled to capacity and everyone must have their own seat and seatbelt.
- No camper enters the bus until their name is called from his/her class attendance sheet by the Senior Counselor who will also recount upon entering the bus and bring all health forms.
- The Bus Leader must count heads of all campers and counselors on the bus.
- The campers and staff must wear seat belts.
- No standing is allowed on the bus while in motion.
- No throwing objects from the bus.
- No arms, head, or any body parts are to be hanging out of the windows.
- No garbage or food is to be eaten or left on the bus.
- All buses and staff vehicles, if necessary, must follow the convoy travel procedure.
- Bus safety and emergency procedures must be performed on the first trip of each session.

### **Accident Procedures**

If an accident were to happen, the following steps should be taken:

1. One staff member who is certified in CPR/First Aid shall care for the injured.
2. A second staff member should supervise the uninjured.
3. The Bus Leader, who has access to all emergency information regarding staff and campers, should notify the Camp Director of the accident as soon as possible to inform the parents.
4. One of these staff members who witnessed the accident will be responsible for filling out the Accident Report with all witness information as soon as possible.