

SANTA MONICA FAMILY YMCA



Parent Survival Guide 2020

Day Camp

Pre-school - Elementary

Santa Monica Family YMCA

1332 6th Street

Santa Monica, CA 90401

www.ymcasm.org

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PARENT AND CAMPER ORIENTATION

Due to the current pandemic we are not able to offer a parent orientation this year. However, please feel free to contact the Camp Coordinator for any questions you might have. David Ruiz, Camp Coordinator (310)393-2721 ext. 136 or at ykids@ymcasm.org

REGISTRATION PROCESS

1. Fill out one registration form for each camper.
2. Turn in registration form with payment in full to the camp coordinator or camp director.
3. Fill out a Camper Information Packet (**CIP**) entirely, Campers with incomplete packets will not be able to attend camp. It is the parent's responsibility to turn in the Camper Information Packet by the Due Date. Summer Camp Due Date: **June 15th**. Space and deposit may be lost if CIP is not received by **Due Date**.

CANCELLATIONS, AND LATE FEES

- There are no daily rates for summer day camp sessions. Summer Day Camp sessions are 1 weeks long.
- All balances are due before your child attends camp. It is the parents' responsibility to pay balances on time. Page 5 lists all camp sessions & the balance due dates. All payments can be made in cash, check (made out to the Santa Monica Family YMCA), or charge.
- Balances received after the due date will be charged a \$35 late fee.
- Request the auto-pay option on your registration card to avoid late charges.
- Returned checks are charged a \$35 processing fee.
- All Camper Information Packets must be turned in 7 days prior to the start day of the session. There is a \$25 late fee for any paperwork turned in after the due date.
- Any cancellations after camp begins will forfeit all fees paid.

CAMPERSHIPS, MEMBERSHIPS, & PROMOTIONS

Members of the Santa Monica Family YMCA receive a discounted rate for Day Camp Sessions. In order to receive the member rate, campers must be members at the time of registration. Contact Erika Altshule or David Ruiz for registration procedures or visit our website. www.ymcasm.org

SUMMER CAMP SESSIONS AND FEES

Summer Camp Session	Camp Category	Camp Rates	
		SMF YMCA Member	Non-Member
Day Camp Week I. 6/15/20-6/19/20 Monday-Friday	PK 3-5yrs Full Day (must be potty trained)	☐ 250	☐ 330
	Elementary K-6th	☐ 250	☐ 330
Day Camp Week II. 6/22/20-6/26/20 Monday-Friday	PK 3-5yrs Full Day (must be potty trained)	☐ 250	☐ 330
	Elementary K-6th	☐ 250	☐ 330
Day Camp Week III. 6/29/20-7/3/20 Monday-Friday	PK 3-5yrs Full Day (must be potty trained)	☐ 250	☐ 330
	Elementary K-6th	☐ 250	☐ 330
Day Camp Week IV. 7/6/20-7/10/20 Monday-Friday	PK 3-5yrs Full Day (must be potty trained)	☐ 250	☐ 330
	Elementary K-6th	☐ 250	☐ 330
Day Camp Week V. 7/13/20-7/17/20 Monday-Friday	PK 3-5yrs Full Day (must be potty trained)	☐ 250	☐ 330
	Elementary K-6th	☐ 250	☐ 330
Day Camp Week VI. 7/20/20-7/24/20 Monday-Friday	PK 3-5yrs Full Day (must be potty trained)	☐ 250	☐ 330
	Elementary K-6th	☐ 250	☐ 330
Day Camp Week VII. 7/27/20-7/31/20 Monday-Friday	PK 3-5yrs Full Day (must be potty trained)	☐ 250	☐ 330
	Elementary K-6th	☐ 250	☐ 330
Day Camp Week VIII. 8/3/20-8/7/20 Monday-Friday	PK 3-5yrs Full Day (must be potty trained)	☐ 250	☐ 330
	Elementary K-6th	☐ 250	☐ 330
Day Camp Week IX. 8/10/20-8/14/20 Monday-Friday	PK 3-5yrs Full Day (must be potty trained)	☐ 250	☐ 330
	Elementary K-6th	☐ 250	☐ 330
Total			
Campers' balance must be paid in full before the start of each session to be admitted to camp.			

HEALTH, WELLNESS, AND CAMPER SAFETY

SAFETY & HEALTH PRECAUTIONS

- ❑ Camp shirts and closed-toed shoes are to be worn daily. Children without appropriate footwear will not be permitted to participate in all activities.
- ❑ healthy hygiene protocols will be incorporated into their day with routine hand washings, hand sanitizing, cleaning and disinfecting equipment and rooms with CDC approved cleaning agents, social distancing, and masks. We encourage practicing hand washing at home, as well
- ❑ Sunscreen should be worn daily. Please apply sunscreen before leaving child at camp. Sunscreen will be reapplied throughout the day. If your child is allergic to sunscreen please communicate allergy with camp counselor as well as write on the medication form.
- ❑ Please provide your child with a bottle of water daily.

HEALTH POLICIES

- ❑ **FEVER:** Your child must be fever free for 24 hours before coming to camp. This is for the safety of your child and for the safety of other campers & staff.
- ❑ **SICK CHILD:** If you are called to pick up a sick child you are expected to pick them up ASAP. The longer they are at camp the more likely they can infect others with their illness.
- ❑ **LICE:** If your child contracts Head Lice during the time your child is attending camp, immediately notify the Camp Director. Before your child returns to camp they must be Lice **and** Nit free for 24 hours. Head Lice Checks are performed regularly throughout camp sessions. We encourage you to screen at home often as part of your daily routine for hygiene. Encourage your children about speaking up if their head feels itchy. All parents will be notified if a child contracts lice while at camp, but all names will be confidential.

MEDICATION

All medications whether they are over-the-counter or prescribed must be turned in at check-in, be in their original containers with the camper's name on the bottle, and accompany doctor instructions. Medications cannot be expired.

Distribution of over-the-counter medication will only be given according to the medication's label. Any variation from the label's instruction must be accompanied by a doctor's prescription.

CAMP STAFF

All counselors are at least 18 and staff are carefully selected based upon previous work experience, background knowledge, & enthusiasm about providing your child a safe & fun environment. Many of our staff return each year assuring the Santa Monica Family YMCA has dedicated staff working with your children. All staff go through extensive criminal and sex offender background checks. All staff hold current CPR & First Aid Certifications, as well as, attend rigorous trainings in guiding children's behavior, camp procedures, child abuse prevention & reporting procedures, and in-house safety trainings. Staff are supervised daily by Camp Director and Camp Coordinator.

Counselor to Camper Ratios

Pre-K Day Camp:	1:5
Elementary Day Camp:	1:5

PRE-SCHOOL & ELEMENTARY DAY CAMP - HOURS & ATTENDANCE

CAMP HOURS

8:00am – 5:00pm*

**Late fees will be applied to for children who are picked up late.*

CAMP ATTENDANCE

If your child will be absent, please contact the YMCA by emailing the Youth Department at ykids@ymcasm.org or calling and leaving a message at (310)393-2721, ext. 136. There are no refunds or transfer of fees for missed days of camps.

WHAT TO BRING TO CAMP

WHAT TO BRING

Parents/Guardians should check the daily schedule to make sure their child has everything they need. All electronics and valuables should be left at home. **Camp staff will confiscate toys and electronics brought from home.** Parents may pick them up from the Camp Director. It is the responsibility of the child to put all items in their individual cubbies and keep up with all items.

Counselors will assist children with their belongings but the Santa Monica Family YMCA is not responsible for lost or stolen items. **Put your child's name on everything!!**

Don't forget to bring each day:

- Snack or \$ (see below for details)
- Lunch
- Water Bottle
- Nap Items (Pre-K only)
- Sunscreen
- Hat

LUNCH & SNACK

LUNCHES & SNACKS

Campers must bring a lunch and snack or money to purchase snack from the camp store every day and snacks can be prepaid.

We will not have a lunch purchase option this year due to COVID-19.

Please note: Nuts or peanut products are not allowed at camp.

CAMP STORE

The camp store is open during lunch and snack times. At the camp store snacks, drinks, extra camp shirts, & other merchandise can be purchased. Parents may set up a **pre-paid credit card** for their child to be used at the camp store to purchase snack items and to avoid lost cash.

The Camp Store snacks are not intended for lunch for the campers. Please plan accordingly and send your child with a nutritious lunch.

POTTY TRAINING POLICY

Campers must be fully potty-trained and 3 years old before June 1, 2020 to attend camp.

Fully Potty-Trained Campers:

- Are able to communicate the need to use the restroom facilities
- Are able to use the facilities with minimal assistance
- Have less than one accident per day and two accidents per week
- Do not wear diapers or pull-ups (EVEN AT NAP TIME)

Although staff will take all children to the restroom many times throughout the day, we understand accidents do happen. Please pack extra clothes for children under 6. If your child is not **Fully Potty-Trained**, by the above stated standards, your child may not be ready for camp. *Camp staff is not responsible to teach potty-training. Children enrolled in camp that are not fully potty-trained may be asked to leave the program.*

CHECKING IN & OUT

Each camper (pre-school & elementary) must be signed in and out daily by an adult (18 years or older). Older siblings, under the age of 18, are not permitted to sign in/out campers.

Please note that all youth enrolled in summer camp will participate in a daily temperature check. In addition, all staff and parents will complete a health questionnaire each morning.

Children are only allowed to be dropped off and picked up at the front entrance of The Santa Monica Family YMCA 1332 6th street, Santa Monica Ca 90401.

Sign In between 8:00 & 9:30am. **All campers signing in after 9:30am must call the office so your child can be picked up from a staff curbside.**

Sign Out between 4:30 & 5pm curbside. All persons picking up children must be 18 years or older, have a photo ID and be the person who dropped the child off or designated on the emergency pick up form in the registration packet. *All legal guardians have permission to pick up children from camp unless restricted by a court order (copy of court order must be provided).*

CAMP SHIRTS

Campers will receive one camp shirt per registration per season. Extra shirts can be purchased for \$5.00 each while supplies last!

CAMP SCHEDULE & DAILY ACTIVITIES

The daily camp routine is filled with activities promoting the YMCA four core values, Honesty, Respect, Responsibility, and Caring. Each day when campers arrive their belongings go into their individual cubbies and their lunches go into their group's lunch bucket. The day begins with the AM News during which the entire camp gets together to sing songs, watch skits, receive awards, and hear announcements. After the AM News campers are off to enjoy their daily schedule of activities with their group. **There will be a detailed daily group schedule for your camper available on the first day of camp.**

ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO:

Arts & Crafts	Camp Readers	Special Projects	Music	Group Games
Tumbling	Gaga Ball	Special Events	Basketball	

******Stride Academy** is a multi-subject learning software that provides engaging curriculum geared to address the summer learning gap.

STRIDE ACADEMY

Stride Academy is an Internet-based academic program that gives kids the opportunity to enhance their Math, Reading and Science skills while working on a tablet or computer. Because it combines learning with exciting online games, students see *Stride Academy* as a fun way to master skills that are required for their grade level. *Stride Academy's* activities are based on Common Core State Standards and, therefore, are closely linked to the content kids will be studying during the school year. We are so thrilled to add *Stride Academy* to our camp curriculum!

The Santa Monica Family YMCA is dedicated to boost academic achievement and tackle summer learning loss. This program motivates youth to continue their learning through the summer by keeping the curriculum fun. Once your child has their first session of *Stride Academy* on their schedule, they will be able to log on and play from tablets & computers not just here at the Y, but at home too!

ZERO TOLERANCE POLICY

YMCA has a zero-tolerance policy for serious behavior infractions. Since the goal of the YMCA is to provide a healthy, safe and fun environment, serious inappropriate behaviors have no place. The behaviors listed below are grounds for immediate removal from YMCA programs for the remainder of the current day, and additional days, as deemed necessary by YMCA staff. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at the Y.

- Any behavior that endangers the health and safety of children or staff members
- Leaving the program area without permission, or refusing to remain with assigned group
- Inappropriate touching of other children or sexual misconduct
- Theft, defacing or destruction of property belonging to the YMCA or others
- Verbal abuse or threats; confirmed acts of bullying
- Any kind of physical assault such as hitting, kicking or biting

CREATING A CHILD SAFE ENVIRONMENT AT THE Y

The Y takes the following steps to keep children in our programs safe:

- Detailed employment application forms.
- Comprehensive reference checks that include standardized questions that assess risk for abuse.
- Criminal Offender Record Information (CORI) check and Sexual Offender Registry Information (SORI) check.
- All staff complete an extensive Child Abuse Prevention Training Program.
- Staff and volunteers are mandated to report any suspected child abuse.
- Staff are prohibited from working 1-on-1 with or contacting youth outside the Y.
- Policies exist to ensure staff and volunteers are not alone with a child. All interactions between a staff member or volunteer and a child must be observable and interruptible.

Employees who are trained in abuse prevention are more likely to understand their role as a protector, to recognize the signs that abuse is occurring, and to report suspicious or inappropriate behaviors. Trained staff members are also less likely to place themselves in situations where they could be falsely accused.

At the beginning of each camp session the groups will be conducting an emergency evacuation plan training. This is to ensure that our camper and staff are safe.

WHAT ARE THE DIFFERENT TYPES OF CHILD ABUSE?

We want all children to be safe. Unfortunately, child abuse does exist, taking on many forms.

Emotional: Threatening a child or using words that can hurt a child's feelings and self-esteem, withholding love and support from a child.

Physical: Causing injuries to a child on purpose, such as bruises, burns, scars, broken bones, etc.

Sexual: Having sexual contact in any form with a child, including exposing, fondling,

intercourse, pornography, or internet solicitation.

Neglect: Not providing children with enough food, clothing, shelter, medical care, hygiene, supervision, etc.

WHAT ARE THE WARNING SIGNS OF ABUSE?

1. Unkempt or malnourished appearance.
2. Unexplained bruises, welts, or burns.
3. Disturbed sleeping or eating patterns.
4. Abrupt changes in behavior, anxiety, clinging, aggressiveness, or withdrawal.
5. Sexually transmitted diseases and infections.
6. Discomfort with physical contact.
7. Fear of a certain person or place.
8. Fearfulness or depression

WHAT CAN PARENTS DO ABOUT ABUSE?

What can you do about abuse?

- **TALK** regularly to your child about his or her experiences in YMCA programs, school, sports, and other activities.
- **DROP IN** on your child's programs.
- **TRUST** your instincts. Don't wait to tell us if something seems 'strange'. Speak up.
- **LISTEN & WATCH** for signs of your child receiving special attention that other children or teens are not receiving.
- Periodically **ASK** your child these questions:
 - Is anyone scaring or threatening you?
 - Is anyone asking you to keep secrets?
 - Has anyone said anything to make you feel bad?
 - Is anyone touching you in a way you do not like?
- **EDUCATE** your child about self-protection, including information about strangers, and good and bad touches.
- **LEARN** to control the stress level of yourself and family members.
- **COMMUNICATE** with your child and really listen to their concerns.
- **RECOGNIZE** the fact that most abuse happens by people that children know and trust.
- **BECOME AWARE** of your community resources.
- **KNOW** where your children are and who their friends are.
- **TEACH** your children it's not okay to keep secrets from you; that they can always tell you the truth.

6 KEY QUESTIONS A PARENT SHOULD ASK OF A CAMP

As your evaluating camps for your children, make sure to ask some specific questions of the camp to ensure the camp takes abuse prevention seriously.

1. What are the camps abuse prevention policies and procedures?

Answers to look for:

- They have a Staff Code of Conduct they can share with you that includes
- Limitation of one-on-one interactions
- Policies about electronic communication

The Santa Monica Family YMCA has a Code of Conduct all employees and volunteers must agree to and abide by. All interactions with youth must be observable and interruptible. One-on-one interactions outside the Y programs is strictly prohibited. Staff are not permitted to have contact with program participants as coaches, babysitters, etc. Employees are not permitted to communicate with program participants on social media platforms, via email, or via text. Developing a personal relationship with a program participant is against Y policy and grounds for termination.

2. How does the camp screen counselors and counselors-in-training?

Background checks are industry standard, so they must be done. However, most offenders don't have a criminal history. For counselors-in-training, most juvenile records are sealed, so a background check will not reveal important information.

Answers to look for:

- Camps should use other screening methods – like interviews and reference checks – designed to assess for abuse risk.

The Santa Monica Family YMCA screens all employees with a criminal offender and sexual offender background check in addition to personal and professional reference checks. Candidates are interviewed with questions that are designed to assess for abuse risk and red-flag behaviors. All candidates for employment must complete a detailed employment application.

3. What abuse prevention training do counselors and counselors-in-training receive?

Answers to look for:

- Training in how to spot and respond to red flag behaviors and policy violations
- Training in how to prevent and respond to youth-to-youth sexual activity

The Santa Monica Family YMCA requires all staff to complete child abuse prevention training prior to working with youth. Training consists of the organization's policies and procedures, identification of abuse, peer-to-peer abuse prevention, and how to address red-flag behaviors and policy violations. Staff are required to update their training annually.

4. How do you ensure consistent camper and counselor supervision?

Answers to look for:

- Campers are supervised at all times. The camp maintains the rule of three or more – there should never be one counselor alone with one camper. If for some reason this happens, the counselor is trained to report it immediately.
- Counselors are supervised by a lead staff who checks in randomly with the group to make sure counselors are following the correct supervision procedures.
- Specific procedures for monitoring shower times, bathrooms, transition times, free time, and other activities.
- Counselors-in-training are not responsible for the supervision of campers, but instead, assist counselors in group activities.

Staff supervision is a priority for the Santa Monica Family YMCA. Ensuring the youth in our care are supervised at all times and no one-on-one interaction occurs is a priority. Lead staff are constantly monitoring and checking in with counselors during the day. Staff are trained to follow specific procedures for shower times, bathrooms, transition times, free time and other activities. The purpose of the CIT program is to give older youth an opportunity to work with younger youth as a mentor and to assist the counselor. CITs are not given a supervisory role. Contact between staff and youth outside the Y program is strictly prohibited

5. How do counselors and campers report something that makes them feel uncomfortable?

Answers to look for:

- Counselors and campers are provided with multiple ways, including anonymous ways, to report any concerns.

The Santa Monica Family YMCA trains staff to report red-flag behaviors, warning signs of abuse, or any disclosure of abuse from a youth participant. The Y works closely with local law enforcement and child protective services when a report is made. Staff may report concerns to their supervisor, human resources or directly to the reporting agency. All Y employees are mandated reporters and must report suspected child abuse to the authorities. The Y is a safe place for youth and families, staff receive training in the event a youth discloses they are a victim of abuse. Staff are in place to help with the confidential reporting of abuse to the proper authorities.

6. Is your camp Accredited by Praesidium and ACA (American Camping Association)?

Answer to look for:

- **Yes**

The Santa Monica Family YMCA's Day Camp program is not accredited by ACA, however the Y has a Certified Praesidium Guardian on staff who is responsible for all the Child Abuse Prevention training.

COMMUNICATION & CONTACT INFORMATION

The camp director cannot be at their desk at all times as they are running camp and looking after day-to-day activities. Messages are checked throughout the day and calls are returned as soon as possible. The best way to get a hold of us is to send us an email. Emails will be checked on an hourly basis.

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