



# summer day camp

## Parent Information & Handbook

### **YWCA Central Massachusetts**

1 Salem Square  
Worcester MA, 01608  
T: 508-791-3181  
F: 508-754-0496

### **Camp Wind-in-the-Pines**

89 Parker Street  
Leicester, MA 01524  
T: 508-892-9814

**YWCA IS ON A MISSION**

# table of contents

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## **Program Overview**

Statement of Purpose.....	3
Program Plan.....	4
Counselor in Training Program.....	4
Camp Sessions .....	4
Camp Schedule.....	5
Transportation Plan.....	6
Phone Numbers.....	6

## **Policies**

Contact Information.....	7
Late Pick-Up Fees.....	7
Personal Items.....	7
Field Trip.....	7

## **Program Fees & Billing**

Camp Fees.....	8
Deposit Fee.....	8
Tuition Payment Policy.....	8
Cancellations.....	8
Scholarships.....	8

## **Health & Safety**

Arrival/Departure Procedures.....	9
Authorization to Release.....	9
Absences and Late Arrivals.....	9
Emergency Plan.....	9
Administration of Medication.....	9
Sudden Illness or Serious Injury.....	10
Emergency Care / Injury Reports.....	10
Emergency Plan / Natural Disaster.....	10

## **BEHAVIOR MANAGEMENT**

1. Behavior Management Overview .....	11
2. Suspension and Termination .....	11

## **PARENT INVOLVEMENT**

1.Overview .....	12
2.Parent Conferences and Evaluations .....	12
3.Parent Visits .....	12

## **Supplements**

1. YWCA Abuse and Neglect Policy
2. Healthy Lunches and Snacks
3. MA Board of Health Meningococcal Disease and Camp Attendees
4. Directions
5. Parental Agreement (Signature Required)

# program overview

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## **Statement of Purpose:**

The purpose of the YWCA's summer day camp program is to offer children the chance to develop and grow in an outdoor, safe and fun environment. Our camp focuses on the importance of literacy throughout the summer. Senior Counselors are trained in CPR and first aid and meet Board of Health requirements. Our staff-to-children ratio is 1:10 at all times while at camp. Our staff is also trained to help your child develop self-esteem, confidence, friendships and life-long skills.

## **Program Goals**

1. Allow children to interact in a variety of leisure activities of their choice.
2. Further children's social and emotional development.
3. Foster children's physical development.
4. Teach decision making.
5. Enhance creativity.
6. Increase child's awareness of their culture and others' cultural and ethnic backgrounds.
7. To encourage respect for oneself, one's peers, and for all people of diverse racial and ethnic religious backgrounds, is the ultimate goal of the YWCA's summer day camp program.

**No child or family will be refused any service on the basis of race, religion, cultural heritage, national origin, political beliefs, ability, marital status, or sexual orientation.**

## Programs:

The **Camp Wind-in-the-Pines** program serves boys and girls ages 6 - 14 years, who represent a wide range of socio-economic, ethnic, and diverse backgrounds. The youth camp program is designed to promote individual growth while developing their physical, cognitive, emotional and social skills. The activities are carefully planned to balance fine and gross motor activities, small and large group activities, and opportunities for interaction.

The **Counselor-in-Training** program (CIT) is designed for teens ages 14 - 15 years. CIT campers participate in swim lessons, boating and hiking, as well as develop skills in Child Development, Curriculum, Conflict Resolution, and Child Abuse Prevention. CIT campers also assist Counselors with activities.

Camp Wind-in-the-Pines campers swim in Stiles Reservoir and is staffed by WSI Red Cross Certified and experienced swimming instructors and lifeguards. We encourage your child to take swimming lessons. Each camper must take a swim test prior to being able to swim. (Note: In summer 2016, Red Cross certified swim lessons will be provided at the YWCA as the Stiles Reservoir will be closed for restoration.) Please bring these items to camp each day, and take them home for laundering that evening:

- a clean, dry towel (please label with child's name)
- bathing suit
- a full change of clothing (including underwear)
- sweatshirt
- sneakers (must wear to participate in sports activities)
- swim shoes (optional)

ALL ITEMS MUST BE LABELED WITH A PERMANENT MARKER

## 2017 Sessions

Session 1	June 19 - 23	Gardening Rocks
Session 2	June 26 - 30	Superheroes
Session 3	July 3 – 7*	America's Birthday
Session 4	July 10 - 14	Amazing Race
Session 5	July 17 - 21	Weird Science
Session 6	July 24 - 28	Buggin' Out
Session 7	July 31 – August 4	Survivor Return
Session 8	August 7 - 11	Make a Joyful Noise
Session 9	August 14 - 18	So You Think You Can Dance
Session 10	August 21 - 25	The Best of Camp

\* *Camp Wind-in-the-Pines is closed July 4, 2017 in observance of Independence Day.*

## Sample Daily Camp Schedule

7:30 - 9:00 a.m.	Drop-off
9:00 - 9:15 a.m.	Opening Circle
9:15 - 9:30 a.m.	Morning Snack
9:30 - 10:00 a.m.	Literacy
10:00 - 10:30 a.m.	Sports
10:30 - 11:30 a.m.	Swim Lessons
11:30 a.m. - 12:00 p.m.	Lunch
12:00 - 1:00 p.m.	Daily Activity
1:00 - 2:00 p.m.	Free Swim
2:00 - 3:00 p.m.	Choice Period
3:00 - 3:30 p.m.	Afternoon Snack and Clean-up
3:30 - 3:45 p.m.	Closing Circle
3:45 - 4:15 p.m.	Transport to Worcester
4:15 - 6:00 p.m.	Parent Pick-up

**Drop-off and pick-up times are as follows:**

	<b>Morning Drop-Off</b>	<b>Afternoon Pick-Up</b>
<b>Worcester Site</b> ,1 Salem Square	7:30 a.m. to 8:20 a.m.	4:30 p.m. to 6:00 p.m.
<b>Leicester Drop Off (Camp Wind in the Pines)</b>	7:30 a.m. to 9:00 a.m.	5:00 p.m. to 6:00 p.m.

Children will be transported from the drop-off locations to Camp Wind-in-the-Pines. Attendance will be taken before the bus departs. Please call the camp at (508) 892-9814 and leave a message on the answering machine if your child is going to be absent.

The buses leave promptly at the departure times from the designated drop-off areas. If your child shows up after the buses have already gone, you may bring her/him to Camp Wind-in-the-Pines in order for the YWCA to provide services. Directions to camp can be found on the last page of this handbook.

**Primary Contacts**

**Cindy Landry**  
*Camp Director*

School Year Office (August 24 – June 10)  
1 Salem Square, Worcester MA 01608  
Phone: (508) 767-2505 x 3019  
Fax: (508) 754-0496

Summer Office (June 13– August 26)  
89 Parker Street, Leicester MA 01524  
Phone: (508) 892-9814

E-mail: [clandry@ywcacentralmass.org](mailto:clandry@ywcacentralmass.org)

**Daisy Gaines**  
*Billing Coordinator*

Hours: Monday - Friday 8:30 a.m.-2:30 p.m.  
Office: 1 Salem Square, Worcester, MA 01608  
Phone: (508) 767-2505 x 3040  
Fax: (508) 754-0496  
E-mail: [dgaines@ywcacentralmass.org](mailto:dgaines@ywcacentralmass.org)

**Darlene Belliveau**  
*Director of Children's Services*

1 Salem Square, Worcester MA 01608  
Phone: (508) 767-2505 x 3025  
Fax: (508) 754-0496  
E-mail: [dbelliveau@ywcacentralmass.org](mailto:dbelliveau@ywcacentralmass.org)

## A. CAMP AND YWCA POLICIES

### A.1. Contact Information

**PARENTS/GUARDIANS ARE RESPONSIBLE FOR KEEPING THE CAMP INFORMED OF ANY CHANGES IN TELEPHONE NUMBERS, EMERGENCY NUMBERS, ADDRESSES, UNUSUAL DAILY SCHEDULES, OR ANY OTHER PERTINENT INFORMATION.**

### A.2. Late Pick-Up Fees

There will be a late fee for any child in the camp program picked up after 6:00 p.m.

The late fee schedule is **\$1.00 per minute**.

The fee will be assessed by attending staff and their clock.

The fee must be paid in cash to the senior counselor who has remained after hours. Parents are required to complete the standard late fee form at the time of payment. The child will not be readmitted to camp the following day unless this fee has been paid.

Should the problem occur three or more times, a conference will be scheduled to discuss whether our program can meet your needs.

### A.3. Personal Items

We ask that campers leave valuables, money, and electronics (iPods, Gameboys, MP3 Players, Cell Phones, etc.) at home. Campers are not permitted to use these items during the camp day. The YWCA is not responsible for any lost or stolen items.

### A.4. Field Trips

School buses are used on all field trips other than walking trips. A School-Age staff member always drives her/his own vehicle on all field trips other than walking trips. The bus driver will radio in to the company in case of a vehicle breakdown or emergency.



## B. PROGRAM FEES AND BILLING

### B.1. Camp Fees

#### Day Camper

1-Week Session: \$200.00

#### Counselor in Training

1-Week Session: \$85.00

#### Transportation

1 Week Round Trip from Worcester to Leicester: \$45.00

(In prior years, this fee was always included in the total weekly session price. For billing purposes, we now list it as a separate charge. The weekly session price has been reduced to reflect this change. Campers who are dropped off and picked up in Leicester are not required to pay this fee.)

All parents must sign up their children for a minimum of a one week.

### B.2. Deposit Fee

A \$30.00 per child/per session non-refundable, non-transferable deposit must accompany the registration form before a child's space is reserved prior to June 1, 2017. After June 1, 2017 a full payment is required to reserve a camper's placement at Camp Wind-in-the-Pines.

### B.3. Tuition Payment Policy

The remaining balance for each session is due by June 1, 2017. **FAILURE TO PAY ON TIME MAY RESULT IN LOSS OF YOUR CHILD'S SPOT AND DEPOSIT FOR THE CAMP SESSION.**

### B.4. Cancellations

Cancellations will be accepted up until one month prior to the start of the week/session. Cancellation will result in the forfeiture of the \$30.00 per week/session deposit. Cancellations within one month prior to start of the week/session will result in the forfeiture of the full camp fee. There are no partial sessions. Cancellations should be submitted in writing to the Camp Director.

### B.5. Scholarships

Scholarships will be awarded on a first come, first served basis. An application should be submitted to the camp director. An agreement form will be provided to the parent and should be signed and returned to the camp director. We require that all terms of the agreement, including deposit and payment schedules, are followed. Failure to follow the terms of the agreement will result in a forfeiture of the scholarship. Scholarship applications may be found on the YWCA website at [www.ywcacm.org](http://www.ywcacm.org).

### B.6. Holidays

The YWCA and Camp Wind in the Pines will be closed on Tuesday, July 4, 2017 in observance of the Independence Day Holiday. The standard weekly rate will apply for campers choosing to attend this week.

## C. HEALTH AND SAFETY

### C.1. Arrival / Departure Procedures

Parents must escort their children into the designated drop-off area every morning and check in with a camp staff person. Never leave a child unattended in the area. **We are not responsible for a child until the parent makes contact with the staff and signs the child in.** Failure to comply will result in suspension/termination from the program. Attendance is updated throughout the day by staff.

### C.2. Authorization to Release 7.12(1)

Parents/Authorized people will pick up children at the end of the day. Children will be released **only** to parents and/or people listed on the Transportation Form 7.12(1). Please be prepared to show a photo ID.

**CHILDREN WILL NOT BE RELEASED TO ANYONE WHO IS NOT LISTED ON THE AUTHORIZED RELEASE FORM.** The camp director must be informed in writing if someone other than the parent will be picking up a child from camp on a specific day. This includes older siblings, as well. All authorized pick-up persons must be 18 years or older.

### C.3. Absences and Late Arrivals

Please notify the camp if your child will be out sick. **Parents are responsible for the day's tuition even if the child is out for the day.**

### C.4. Emergency Plan 7.09(3)

The camp director will call an ambulance to transport the child to the designated hospital listed on the Emergency/First Aid consent form 7.09(3).

### C.5. Administration of Medication

Medicine may be given to a child provided a medication consent form is completed and the medicine is in the original prescription bottle. Non-prescription medication requires a note from the child's physician. All medications are kept in the director's office in a locked container, and are only dispensed by health supervisors.

### C.6. Sunscreen Requirements

Parents must sign a sunscreen permission form the first day their child is dropped off, before camp staff can use sunscreen on children.

### C.7. Medical Form Requirements

Completed physical and immunization forms must be submitted prior to the start of camp. Children will not be admitted to camp without forms, no refunds will be given. Individual Health Care and Medication Consent forms **must** accompany all medications and given to the Camp Director on the first day of camp for each session. The Permission to Administer Medication form must be filled out and given to

the Camp Director on the first day of each camp session. Medications must be accompanied by the original physician's prescription with clearly written directions.

### **C.8. Sudden Illness or Serious Injury**

If a child becomes ill (fever of 100 degrees F., diarrhea, vomiting) during the day or has an injury that requires emergency medical attention, the parent will be immediately contacted. **THE PARENT HAS ONE HOUR TO PICK UP THE CHILD.** After one hour, the \$1.00 per minute late fee will take effect.

If the parent cannot be reached, we will contact the other people named on the child's emergency list. **A CHILD SENT HOME DUE TO ILLNESS MAY NOT ATTEND CAMP THE FOLLOWING DAY.**

***Please keep your child home if she/he has:***

- a fever over 100 degrees F. or has had one during the previous 24 hours.
- a constant cough.
- diarrhea.
- flu-like symptoms.
- a communicable illness (chicken pox, scarlet fever, impetigo, head lice, strep throat).
- conjunctivitis (pink eye).
- a noticeable rash.

**Please notify the camp director immediately if your child has a communicable illness so that other parents may be informed to monitor their children for symptoms.**

### **C.9. Emergency Care / Injury Reports**

In the event of an accidental injury, we will make an immediate attempt to reach the parent. If we cannot reach the parent we will telephone the emergency contact person listed on the child's First Aid and Emergency Medical Care Authorization and Consent Form. If we are unable to reach the parent through the emergency contact person, we will call the child's physician. If the doctor is not available, we will call the paramedics or an ambulance.

If necessary, we will arrange for medical transport to an emergency hospital. Until arrival of a parent, the physician, and ambulance or paramedics, the camp director or assistant camp director will be in charge and make all decisions concerning the care of the child.

The parent is expected to assume responsibility for any expenses in the above situation. The YWCA camp will maintain a parent's signed consent form agreeing to this provision.

The camp's Health Care Policy will be posted near the phone at the drop-off areas and near the phones at camp. Upon request, a full Health Care Policy will be available to parents.

### **C.10. Emergency Plan / Natural Disaster**

Evacuation procedures are practiced the first day of each session at camp. Children's emergency forms and attendance sheets are kept with the staff at all times. Parents are asked to update the staff

with any changes in emergency information in writing. The complete evacuation plan can be found in the YWCA's Health Care Policy.

## D. BEHAVIOR MANAGEMENT

### D.1. Behavior Management Overview

#### **Behavior Management:**

YWCA campers are encouraged to be independent, self-directed, and responsible for their own behavior. Rules for camp will be clearly posted in view of all children and visitors. The children are made aware of these rules daily and are expected to follow them. Children who have difficulty remembering these rules are reminded of them once or twice. Other techniques used are positive reinforcement for appropriate behavior, distraction, and redirection. If the difficulty continues, the child will be asked to remove herself/himself from the activity until she/he and the senior counselor feel she/he can handle herself/himself more appropriately. This time should be no longer than 1 minute per year of child's age. Upon re-entering the group, the child will be asked why she/he was removed from the group and how to rectify the problem, and will be made to follow through on behavior modifications. The child will be assisted, if necessary, to get re-involved in the activity. If the child continues to disrupt the group, she/he will be brought to the camp director.

Children are not deprived of food because of behavior problems. Corporal punishment (e.g. spanking) is not allowed. Verbal abuse, humiliation and/or severe punishment also will not be tolerated. Children will not be punished for soiling or wetting themselves.

If a child's behavior continually requires one-on-one attention and poses a safety concern (hitting, kicking, throwing objects, continually leaving staff-supervised area) for themselves or other children, the following actions will be taken:

1. The child will be removed from the group and brought to the camp director;
2. The director will fill out an incident report stating the problem and the actions that need to take place in order for the child to remain in care. Parents will be notified by phone or at the time of pick-up. Parents will be required to sign the report and make any desired comments;
3. If the director is unable to redirect/calm the child, a parent will be called and be required to pick up within the hour;
4. After three incident reports, a meeting will be scheduled with the director, counselor(s), and parents to discuss whether the child can safely remain in care. **Please see the Termination/Suspension policy.**

### D.2. Suspension and Termination

YWCA reserves the right to dismiss or suspend any child enrolled at any time for the following reasons:

- The health and safety of the child or other children at the camp cannot be assured;
- The child's developmental needs are not being met at camp;
- Parents are not following the camp policies; this includes non-payment;
- Cases involving suspected child abuse by an adult, including camp staff, may result in a temporary or permanent alternate placement.

## E. PARENT INVOLVEMENT

### E.1. Overview / Responsibilities

Please have your child wear her/his bathing suit to camp in the morning and bring a change of clothes (labeled using a permanent marker) in a backpack. Your child will also need sunscreen, a towel, and extra clothes for the weather. It's often about 10 degrees cooler at camp than in the city. Please remind your child to use the bathroom before you drop off so your child will be comfortable on the bus.

Please mark your child's name on all items brought to camp! **There will occasionally be lost and found items for you to check through at your pick-up location.**

### E.2. Parent Conferences and Evaluations

The camp director shall make the camp staff available for individual conferences with parents at the parents' request. Parent conferences will also be held if a child has received three incident reports due to inappropriate behavior. **At the end of your child's camp experience, camper/parent evaluations are conducted to ensure program quality. Feedback is always welcome.**

### E.3. Parent Visits

The YWCA permits and encourages unannounced visits by parents to Camp Wind-In-The-Pines while the child is present.

Parents have the right to review background checks, health care policies, disciplinary policies, and grievance procedures upon request.

## Abuse & Neglect

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All child care workers in the Commonwealth of Massachusetts are “**mandated reporters**” of known or suspected instances of child abuse (verbal, physical, emotional) or neglect. As “**mandated reporters**,” child care workers are required by law to report known or suspected instances of abuse or neglect to the Department of Children and Families (DCF) at 617-929-2130 from 9:00 a.m. - 5:00 p.m. or at 1-800-922-8169 after regular business hours.

If any employee of the YWCA suspects a child in the program is being abused or neglected, the situation and documentation must be brought to the attention of the School Age Director. The School Age Director will determine with the Director of Children’s Services whether to file a report with DCF and the Department of Early Education and Care (EEC) if, after discussion and observation, there is *reasonable cause* to believe that:

- (a) The child is suffering serious physical or emotional injury resulting from abuse inflicted upon her/him including sexual abuse;
- (b) The child is suffering from neglect, including malnutrition;
- (c) The child is physically dependent upon an addictive drug at birth.

“*Reasonable cause*” means that, after examining all the facts in a particular situation, most people with similar training and experience would suspect abuse.

If the School Age Director / Director of Child Care Services are unsure as to reasonable cause, they will contact the DCF’s Screening Department and the licensor at EEC to discuss concerns.

### **Abuse and Neglect Reports**

A written report filed with DCF must be filed within 48 hours of suspicion. A copy of this report will be kept in the child’s folder and the report must contain:

- The School Age Director’s name
- The names and addresses of the child and his/her parents or other person responsible for his/her care, if known.
- The child’s date of birth and sex.
- The nature and extent of the child’s injuries, abuse, maltreatment, or neglect.
- The circumstances under which educators first became aware of the child’s injuries, abuse, maltreatment, or neglect.
- Any action taken to treat, shelter or assist the child.
- Any other pertinent information helpful in establishing the cause of the injuries or the identity of the persons responsible for the injuries.

The School Age Director will maintain contact with the DCF to determine the results of the investigation and any follow-up services which may have been recommended for the child and his / her family. If the investigation shows that the report is untrue, the School Age Director is immune by law from civil or criminal liability for filing the report as are all mandated reporters (including all child care workers).

If any child care worker is accused or suspected of abusing a child enrolled at any of the YWCA’s child care programs, that employee will be immediately relieved of any direct contact with children at the YWCA. EEC will be contacted and an investigation will take place. The procedures to be followed are listed below:

1. The Director of Children’s Services will contact the parent(s) of the child and arrange a meeting to discuss incident.
2. The Director of Children’s Services will file a report with EEC and DCF.

3. The YWCA Central Massachusetts will conduct its own internal investigation.
4. If accusations are found to be unsubstantiated, that person will return to their position.

## **Healthy Lunches and Snacks**

### **Healthy Lunches and Snacks**

Healthy lunches will be provided by the YWCA Camp-Wind-in-The-Pines. Lunch will include a sandwich, vegetable serving and milk. All lunches meet the USDA healthy food guidelines.

Parents may choose to send their child with lunch instead. Please include foods that are nutritious and healthy. Children are not allowed to bring candy or gum or soda to camp.

Morning snack will also be provided by the YWCA. Snacks will include a variety of fruit, vegetables and carbohydrates. Camp counselors oversee the distribution of mid-morning snacks.

Campers should bring refillable water bottles to use throughout the day.

## Directions to Camp Wind-in-the-Pines



**Take Route 9 through Worcester to Leicester Center. Go past the traffic light until you see Mike's Donuts on the left, at the corner of Main and Pine Streets. Turn left onto Pine Street.**

**Stay on Pine Street for 2.8 miles through winding roads, until you come to the Camp Wind-in-the-Pines sign on the left.**

**Take a left at the sign onto Parker Street, then the first right into the camp's circular driveway. The office is on the right side of the brown house to your left.**



**2017 Camp Wind-in-the-Pines**  
**PARENT AGREEMENT**  
*Please Sign and Return*

DEAR PARENTS,

**Please read carefully and sign this agreement.**

I have read and agree to comply with the policies of the YWCA Camp Wind-in-the-Pines as stated in the Parent Handbook including, but not limited to, registration, payment schedule and procedures, late payment fees, one-month written withdrawal notice, and late pick-up fees.

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(parent signature)

Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Please mail Parent Agreement to:

Cindy Landry, Camp Director  
YWCA Central Massachusetts  
1 Salem Square  
Worcester, MA 01608

Or Fax to (508) 754-0496