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**ywca**

Central Massachusetts

# Summer Day Camp

## Parent Information & Handbook



### **YWCA Central Massachusetts**

Administrative Offices

1 Salem Square

Worcester, MA 01608

T: 508-767-2505

F: 508-754-0496

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

89 Parker Street

Leicester, MA 01524

T: 508-892-9814

Updated June 3, 2019

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# program overview

## Statement of Purpose

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The purpose of YWCA's Summer Day Camp program is to offer children the opportunity to develop and grow in a safe, fun, outdoor environment. To help reduce summer learning loss, the YWCA creates intentional learning experiences that encompass literacy. Staff focus on building relationships, self-esteem, confidence, friendship and life-long skills.

Senior counselors are trained in CPR and first aid. The program is licensed through the Department of Public Health. Our staff to child ratio is 1:10.

## Program Goals

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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

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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 Curriculum development, Conflict Resolution, and Child Abuse Prevention. CIT campers also assist Counselors with activities.

Camp Wind-in-the-Pines campers swim in Stiles Reservoir which is staffed by WSI Red Cross Certified swimming instructors and lifeguards. All campers are expected to participate in swimming lessons daily. Each camper must take a swim test prior to being able to swim.

**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

Parents should apply sunscreen to campers prior to coming to camp.

## Camp Sessions

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Camp sessions vary from year to year. Please visit [www.ywcacm.org/camp](http://www.ywcacm.org/camp) to view current sessions.

## Sample Daily Camp Schedule

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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

## Transportation/Pick-Up and Drop-Off

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

	<b>Morning drop-off</b>	<b>Afternoon pick-up</b>
Worcester Site, 1 Salem Square	7:30 a.m. to 8:20 a.m.	4:30 p.m. to 6:00 p.m.
Leicester Drop-Off (Camp Wind-in-the-Pines)	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 location 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 time from the designated drop-off area. 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.

## Contact Information

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### **Cindy Landry**

*Camp Director*

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

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

### **Daisy Gaines**

*Billing Coordinator*

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

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

### **Darlene Belliveau**

*Director of Children's Services*

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

1 Salem Square, Worcester MA 01608

Phone: (508) 767-2505 x 3025

Fax: (508) 754-0496

# policies

## Contact Information

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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.

## Late Pick-Up Charge

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There will be a late charge 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 at the front desk of the YWCA. 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 may be scheduled to discuss whether our program can meet your needs.

## Personal Items

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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. If any valuables are found with a camper, the Camp Director will hold it until parent pick-up time.

## Field Trips

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School buses are used on all field trips other than walking trips. At least one camp staff member always follows the bus in her/his own vehicle on all field trips other than walking trips. In the event of an emergency or breakdown, the bus driver will radio the bus company for assistance.

# program fees & billing

## Camp Fees

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Day Camper

1-Week Session: \$210.00

Counselor in Training

1-Week Session: 95.00

Transportation

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

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

## Deposit Fee

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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, 2019. After June 1, 2019 a full payment is required to reserve a camper's placement at Camp Wind-in-the-Pines.

## Tuition Payment Policy

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All outstanding camp balances are due by June 1. **FAILURE TO PAY ON TIME MAY RESULT IN LOSS OF YOUR CHILD'S SPOT AND DEPOSIT FOR THE CAMP SESSION.**

## Cancellations

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Cancellations will be accepted up until 30 days prior to the start of the week/session. Cancellation will result in the forfeiture of the \$30.00 per week/session deposit. Any cancellations made less than 30 days prior to start of the week/session are non-refundable. There are no partial sessions. Cancellations should be submitted in writing to the Camp Director.

## Scholarships

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Scholarship applications may be found on the YWCA website at [www.ywcacm.org](http://www.ywcacm.org).

Scholarships will be awarded on a first come, first served basis to qualifying applicants. 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.

## Holidays

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

# health & safety

## Arrival/Departure Procedures

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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.

## Authorization to Release

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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. All authorized pick-up persons must be 18 years or older. (This includes siblings.)

If a parent wants to have her/his child picked up by someone not listed on the authorized release list, she or he must complete a change in schedule form and give it to the Senior Camp Counselor at the time of drop-off.

### **CIT Release**

CITs are only able release themselves with written permission from a parent/guardian and may not loiter at the YWCA after release. They must leave the premises upon signing themselves out of the program.

## Absences & Late Arrivals

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

## Emergency Plan

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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).

## Administration of Medication

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Medicine may only be given to a child provided a medication consent form and individual health care plan is completed and the medicine is in the original prescription bottle. Non-prescription medication requires a note from the child's physician. With the exception of rescue inhalers and EpiPens, all medications are kept in the director's office in a locked cabinet, and are only dispensed by health supervisors.

## Sunscreen Requirements

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By signing the camp registration form, parents agree that sunscreen may be applied to campers as needed.

## Medical Form Requirements

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Completed physical and immunization forms must be submitted prior to the start of camp. Children will not be admitted to camp without current 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.

## Sudden Illness or Serious Injury

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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, the Camp Director 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.

### **Communicable Disease Reporting and Parental Education Requirements:**

- YWCA Camp Wind-in-the-Pines, in consultation with the Health Care Consultant, shall immediately report each case of communicable disease listed as "reportable" under 105 CMR 300.00. Reportable Diseases and Isolation and Quarantine Requirements occurring at the camp to the Board of Health and the Department.
- The report shall include the name and address of the camper known to have or suspected of having such disease. Until advised by the Camp Health Care Consultant, strict isolation of the affected individuals shall be maintained.
- The YWCA Camp Director, in consultation with the camp's Health Care Consultant, shall be responsible to ensure each suspected case of food poisoning or any unusual prevalence of any illness in which fever, rash, diarrhea, sore throat, vomiting, or jaundice is prominent symptom is reported immediately to the Board of Health.
- Lastly, information regarding meningococcal disease and immunizations will be provided annually.

### ***Please notify the Camp Director if your child has a communicable disease such as:***

(Reportable Diseases)

- Hepatitis A
- Malaria
- Measles
- Meningitis
- Meningococcal disease
- Mumps
- Rabies in humans
- Rubella
- Tetanus
- Typhoid Fever
- Varicella (chickenpox)

**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.**

## Emergency Care/Injury Reports

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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 at the sign-in table at the drop-off areas and near the phones at camp. Upon request, a full Health Care Policy will be available to parents.

## Emergency Plan / Natural Disaster

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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.

# behavior management

## Behavior Management Overview

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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.**

## Suspension & Termination

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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.

# parent involvement

## Overview/Responsibilities

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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.**

## Parent Conferences and Evaluations

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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.

## Parent Visits

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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 and Neglect Policy

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 licenser 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 & 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. There are no microwaves available for camper use.

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.

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

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

Take Route 9 through Worcester to Leicester Center. Go past the traffic light until you see Dippin' 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 camp office is on the right side of the brown house to your left. There is a flag at the entrance.

## 2019 Camp Wind-in-the-Pines Parental Agreement

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: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail, fax, or e-mail Parent Agreement to:

Cindy Landry, Camp Director  
YWCA Central Massachusetts  
1 Salem Square  
Worcester, MA 01608  
Fax: (508) 754-0496  
clandry@ywcacentralmass.org