



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# HOCKOMOCK AREA YMCA Bernon Family Branch

Camp Wiggi & Specialty Camps  
Parent Handbook

## Summer of 2018





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**BernonFamilyBranchYMCAcamps**

“LIKE” us on our camp Facebook page!

It's a great way to see up-to-date information and learn what's happening in our camp world!

# HOCKOMOCK AREA YMCA · BERNON FAMILY BRANCH

## 2018 SUMMER CAMP

### Camp Mission Statement

The Hockomock Area YMCA camping programs provide a high quality camping experience for a wide range of community youth and teens with a diversity of needs and interests. Our highly qualified and trained staff provide a safe, fun and age appropriate environment for all campers.

### Contact Us

Hockomock Area YMCA  
Bernon Family Branch  
45 Forge Hill Road  
Franklin, MA 02038  
Phone 508.528.8708  
Fax 508.528.6270

### 'Like Us'



[Facebook.com/BernonFamilyBranchYMCAcamps](https://www.facebook.com/BernonFamilyBranchYMCAcamps)



[@HockomockYMCA](https://twitter.com/HockomockYMCA)



[Youtube.com/HockomockAreaYMCA](https://www.youtube.com/HockomockAreaYMCA)

### Call the Camp Office at 774.235.2760 to report your child's:

- Tardiness
- Absences
- Early Dismissal, etc.

Call Camp Billing at 508.643.5255 for questions regarding your child's registration or balance. Please be patient, we experience an extremely high call volume on a daily basis.

### Camp Leadership Contact Info

- Kelly Hurley, **Camp and Sports Director**, [kellyh@hockymca.org](mailto:kellyh@hockymca.org)
- Erin Brennock, **Associate Executive Director**, [erinb@hockymca.org](mailto:erinb@hockymca.org)
- Dave Lovely-Taillon, **Outdoor Education Director**, [davelt@hockymca.org](mailto:davelt@hockymca.org)
- Amy Tucker, **Gymnastics Camp Director**, [amytr@hockymca.org](mailto:amytr@hockymca.org)
- Sheila Burgess, **Senior Director of Inclusion & Diversity**, [sheilab@hockymca.org](mailto:sheilab@hockymca.org)
- Jillian Fain, **STEM Camp Director**, [jillianf@hockymca.org](mailto:jillianf@hockymca.org)
- Alex Dorson, **Assistant Camp & Teen Director**, [alex@hockymca.org](mailto:alex@hockymca.org)

#### Camp Health Care Supervisor

Phone: 774.235.2760

Fax: 508.528.6270

[campwiggi@hockymca.org](mailto:campwiggi@hockymca.org)

Questions/comments regarding:

- Medical Information
- Medical Documentation (medications, medical forms, & administer medication forms)

#### Camp Billing

508.643.5255

[frcampbilling@hockymca.org](mailto:frcampbilling@hockymca.org)

Questions/comments regarding:

- Camp Registrations & changes
- Billing
- Balance Information
- EZ-Pay Information

Please be patient as we experience an extremely high call volume on a daily basis.

#### Association Scholarship Department

Lynette Testa: 508.643.5217

Lori Halben: 508.643.5293

[frscholarship@hockymca.org](mailto:frscholarship@hockymca.org)

Questions/comments regarding:

- How to apply for a scholarship
- Scholarship Status, Process, Etc.

## WELCOME

### Dear Camper & Parent,

Thank you for partnering with us to give your child the Best Summer Ever! We are excited to welcome you to Summer Camp at the North Attleboro Branch of the Hockomock Area YMCA. We have dedicated ourselves to providing a safe place for youth and teens to belong, try new things, and make lifelong friends, and have the best summer ever.

Our camp programs are diverse and revolve around the National YMCA's character development traits of caring, honesty, respect, and responsibility. Through these values, the camp staff strive to help each camper grow personally, develop skills, improve personal and family relationships, become better leaders and supporters, appreciate diversity, and have fun in a safe and enriching environment.

Please read this Parent Handbook thoroughly. It contains important information and policies of which you need to be aware. It will also answer some of the most commonly asked questions. If you have a question about something that is or is not covered here, please feel free to call or email us at any time.

We look forward to having your child in our camp this summer. On behalf of the Camp Elmwood and Specialty Camp staff, welcome to the Best Summer Ever!

## GENERAL CAMP INFORMATION

### Camper Personal Information

Our forms ask specific information regarding your child. This information is confidential and will only be shared with staff directly involved with camp. Please let us know about your child's development and about his/her daily needs. Staff will let you know about your child's day at camp. We will also contact you to let you know if your child is having difficulty. If you have special concerns about your child, please speak with our staff or feel free to set-up an appointment with us. We encourage and welcome your communication in order to enhance your child's summer camp experience.

### Integration Initiative

The Hockomock Area YMCA welcomes children with special needs. Please contact Sheila Burgess, Senior Director of Inclusion & Diversity, if you have a child what may need additional supports in order to be successful in camp. We have wonderful staff and amazing volunteers who can assist your child. In most cases, we can accommodate your child's PCA, ABA, or other support staff that may be necessary for your child's inclusion. With a little extra time and lots of creativity, we can include your child and make sure he or she has an amazing experience this summer. Contact Sheila at [sheilab@hockymca.org](mailto:sheilab@hockymca.org).

### Our Staff

All Camp Wiggi and Specialty Camp staff meets or exceed the Department of Health regulations for camp staff and are certified in CPR and First Aid. In addition, the staff completes an extensive twenty-five hour pre-camp training orientation. All camp staff are subjected to a background check that includes verification of their employment and education, three reference checks, as well as successful completion of both CORI and SORI background checks.

### Bus Transportation

The Hockomock Area YMCA provides bus transportation to campers for \$15 per week for either morning or afternoon transportation, and \$30 for round trip transportation. Each branch has its own bus schedule, so please make sure to use the one that pertains to your child's camp. Bus schedules are found in the Camp Guide and on our website.

**PLEASE NOTE: THERE WILL BE NO BUSING FOR WEEK 1 (6/18-6/22) AND WEEK 11 (8/27-8/31).**

# GENERAL PROCEDURES

## Daily Schedule

Our camp day begins at 9:00AM and ends at 4:00PM. Each day begins with an opening ceremony and is divided into periods, which include swim lessons, arts and crafts, music and drama, nature, archery, sports and more. Specialty camps may have different daily schedules.

## Morning Drop Off

Drop off is not at the main YMCA building. Please drop campers off at the water tower behind the main building. Camp staff will direct campers to their groups. Children may be dropped off no earlier than 8:45AM, unless they are enrolled in [Pre Camp](#). Camp staff will direct campers to their groups.

## Afternoon Pick Up

Children must be picked up by 4:15PM unless they are enrolled in [Post Camp](#). Campers should be picked up at the water tower behind the main building. Please remain in your vehicle; camp staff will direct your child to you.

**IMPORTANT: NO Child will be released to anyone without a photo ID. Campers will only be released to those individuals listed as authorized for camper pick-up on the Camp Registration Form. If the person picking up your child is not on the authorization pick up list, we will not release your child under any circumstances.**

Please call 774.235.2760 if you will be late picking up your child. Unexpected delays create uncertainty for both your child and our staff. If you pick up your child after 4:15pm, you'll be charged the post camp fee for the day.

## Pre Camp & Post Camp

Pre & Post Camp drop-off & pick-up are located at the water tower *behind* the main YMCA building.

[Pre Camp](#) is available to all full-day campers for an additional cost from 7:00am until the start of the camp day. At drop off you will be asked to sign in your camper. Feel free to ask our staff any questions that you have. Campers will enjoy a fun activity each morning and then be escorted to their respective camps for 9:00am.

[Post Camp](#) is available to all full-day campers for an additional cost after the 4:00pm end of camp until 6:00pm. Campers will be escorted from their respective camps to Post Camp and will enjoy afternoon activities. Snack included. A photo ID is required for camper pick-up. **IMPORTANT: NO Child will be released to anyone without a photo ID. Campers will only be released to those individuals listed as authorized for camper pick-up on the Camp Registration Form. If the person picking up your child is not on the authorization pick up list, we will not release your child under any circumstances.**

**LATE FEE: A \$1.00 per minute late charge for pickups after 6:00pm due at time of pickup.**

## Rainy Days

Camp WILL be held on rainy days. Camp Staff will direct cars where to go for morning drop off. Throughout the day, covered areas and rooms inside the main building are available in cases of rain. All campers will be brought inside if lightning occurs. Please check our camp Facebook page for updates on rainy day pick up location.

 [Facebook.com/BernonFamilyBranchYMCAcamps](https://www.facebook.com/BernonFamilyBranchYMCAcamps)

## Camp Attendance/Absences/Tardiness

Attendance is taken each morning and at various times throughout the day. If your child is going to be absent or late please call the camp office at [774.235.2760](tel:774.235.2760) to notify us of the absence or send a written note prior to the absence or late arrival. **If your child arrives to camp after 9:00AM, you must go to the camp office first to sign your child in.** Please **do not** drop your child off to their group without first signing them in.

## Early Dismissal Policy

If your child needs to be dismissed early from camp, please send a note or call the office on the day of the early dismissal. **Early Dismissal must be before 3:00PM.** Please report to the Camp Office to present your photo ID and sign your child out. Please avoid dismissing your camper between 3:00-4:00PM as our staff are busy wrapping up the day's activities and preparing campers for afternoon dismissal.

## Camp Cancellations

Camp would only be cancelled or delayed due to extreme weather conditions or other major emergencies. Any cancellation or delay of the camp day will be announced on our website and camp Facebook page.

[hockymca.org](http://hockymca.org)  [Facebook.com/BernonFamilyBranchYMCAcamps](https://www.facebook.com/BernonFamilyBranchYMCAcamps)

## HEALTH INFORMATION

### Camp Health Forms & Physician's Health Record

A Health Form must be completed and signed by a parent or guardian and returned at the time of registration. A copy of your child's Health Record, obtained from his/her physician, must be turned in to the camp office at least two weeks prior to the start of your child's camp. The health record must contain proof that your child has had a physical examination within the past two years, and include your child's health history, including immunizations.

*If the camp office does not receive a Health Form and Physician's Health Record prior to your child coming to camp, they will not be allowed to attend camp. This is Massachusetts State Law.*

Please be sure to sign the section that authorizes medical treatment if necessary.

If there is an emergency, we will contact you or the emergency contact listed on the health form. Please be sure to inform us of any medical precautions, health problems, or personal/emotional concerns that your child might experience while at camp. The more we know, the more secure we can make your child feel.

Health Forms and Physician's Health Records can be faxed to the attention of the Camp Office to 774.235.2760 or email to [campwiggi@hockymca.org](mailto:campwiggi@hockymca.org).

### Dispensing of Prescription Medication

Parent/guardian should meet with the Camp Health Care Supervisor prior to your child starting camp to discuss medication and dosage. If medication needs to be administered at camp, an 'Authorization to Administer Medication' Form must be completed and signed by the parent and physician and turned in to the Camp Health Care Supervisor. Medications must be in their original container. Please give all medications directly to the Camp Health Care Supervisor.

### Dispensing of Non-Prescription Medication

Non-prescription medication, such as Tylenol, must also be accompanied by an 'Authorization to Administer Medication' Form and be completed and signed by the parent and physician. Medications must be in their original container. Please give all medications directly to the Camp Health Care Supervisor.

### Camp's Responsibility in Medication Distribution

Medication must be taken in the presence of the Camp Health Care Supervisor. All medications will be stored in a locked area. The child's name, time and medication given will be logged in the camp medical log. Please remember to take all medications with you on your child's last day of camp.

### Sun Screen & Bug Repellent Policy

**The Hockomock Area YMCA strongly encourages the use of sunscreen to reduce the possibility of skin damage.**

**Please note:** Sunscreen and bug repellent must be in spray-on form.

Your signature, on the Camp Registration Form Cover Sheet, authorizes us to assist your child in applying bug spray and/or sunscreen during the camp day.

In order for us to apply any topical ointment or cream we must have signed authorization from you instructing us as to when and under what circumstances these are to be applied, including the brand name. Please label the product with your child's name. This authorization must be renewed annually.

Please label the product with your child's name.

### Health Policy

Parents are asked to exercise reasonable judgment about sending a child to camp that appears ill. Please do not send a child who has a fever, rash or contagious disease. Children must be fever free for 24 hours. If your child becomes ill at camp, we will request that someone pick up the child. All children should be able to take part in everyday activities. Please call the Camp Office at 774.235.2760 by 9:00AM if your child is unable to attend.

## Health Procedures

Below are the general guidelines for health care of YMCA day campers:

- For any health problem, illness or injury, counselors administer basic first aid and then bring campers to the Health Care Station located in the Camp Office. If off site, campers will be brought to the nearest hospital.
- If illness or injury requires more than basic first aid, parents will be contacted immediately. If a parent is unavailable, the emergency contact will be called.
- If medical attention is necessary, parents will have the option to transport the child themselves or by ambulance.
- If an injury is life threatening, the camper will be transported by an ambulance to a hospital accompanied by a YMCA staff member. Parents will be notified immediately.

**A complete health care policy is located in the camp office for further review upon request.**

## Insurance

The Hockomock Area YMCA does not provide for medical insurance in the event of a concern or injury to a program participant. Medical coverage is directed to each family's personal health plan.

## CHILD SAFETY INFORMATION

### Swim Lessons / Free Swim

Camp Wiggi runs a quality swim lesson program for all children enrolled in Junior & Senior Camps. Lessons run each morning and in the early afternoon, depending on the number of camp groups in a given week. Each Monday, all new campers are evaluated and placed in an appropriate swim level class. Returning campers are placed in a swim level based on previous weeks. Please note that it can take a child 3-4 sessions to advance to the next stage. A new swim test will not be required after the first week of camp attended.

During lessons, floatation devices such as noodles, kick boards, and float barbells will be utilized. The use of float belts will be used during Junior Camp Wiggi while children are waiting to go in the water but removed while working with an instructor. This method of one on one instruction allows instructors to achieve proper body position and enable effective technique instruction.

Camp Wiggi offers open swim time in the afternoon as part of Camper's Choice. Depending on a camper's swim level, they may be required to remain in the shallow end with or without a lifejacket. If a camper wants to attend open swim during camper's choice, they must attend swim lessons during the morning session.

Our goal in the Aquatics Department is to keep your child happy, healthy, and most of all, safe. We appreciate your continued support and look forward to working with you to answer any questions you may have.

### Free Swim & Voyager Swim Test Policy

Swimmers must be able to successfully pass the swim test which includes:

- Jumping into the water
- Submerging under the water
- Treading water for 60 seconds
- Climbing out of the water without the ladder

If they do not pass the swim test, they must wear a Coast Guard approved life vest during free swim, while staying in the shallow end. If a Voyager camper cannot pass a swim test, they will be required to wear a lifejacket in the water regardless of the depth of the water area.

Parents may supply their own lifejackets if they choose but it must be a type 1, 2, or 3, and be in good working condition and properly labeled with the child's name on it. Puddle jumpers are a class 4 floatation device and cannot be used for waterfront trips per: 105 CMR 432.000.

All Swim Test and placement of swimmers is at discretion of the Lifeguards.



## Peanut Aware Policy

All Hockomock Area YMCA Camps are Peanut Aware Camps.

We ask that you do not send your child to camp with any products containing peanuts.

## Child Abuse Prevention Policy

The Hockomock Area YMCA believes that the safety, support, and care of our campers are the most important goals of our summer camp program. The law also has provisions safeguarding the well-being of all children. Therefore, in compliance with state laws and regulations, the following applies:

Any YMCA employee having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian or has been neglected or exploited by a parent or guardian or has been sexually assaulted or exploited, MUST report or cause reports to be made to the local Social Services Department.

We take 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 & Sexual Offender Registry Information (SORI) check.
- Statement of compliance with the Hockomock Area YMCA Code of Conduct and Abuse Prevention Policies. Please read our staff Code of Conduct. If someone is non-compliant, let us know immediately.
- All staff complete an extensive Child Abuse Prevention Training Program.
- Supervisors complete additional training to further promote a child safe environment.
- Staff and volunteers are mandated to report any suspected child abuse.
- Staff are prohibited from working 1-on-1 with or contacting youth outside of the Y (including babysitting & social networking).
- Policies exist to ensure staff & volunteers are not alone with a child. All interaction between a staff and child must be observable and interruptible.

Employees who are trained in abuse prevention are more likely to understand their role as 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.

For more information about the Hockomock Area YMCA's Commitment to Child Protection & Safety, please visit our website at [hockymca.org](http://hockymca.org).

## WHAT TO BRING (OR NOT)

### Suggested Items for All Camps (PLEASE label all items – including lunch):

- Comfortable Clothes to move and play in. Campers will get messy so consider bringing a change of clothing
- Swimsuit & Towel – if you are participating in a camp that has swim time
- Closed Toe Shoes (*No Sandals or Flip Flops Please*)
- Water Shoes – if your camper does not want wet sneakers (*Toes need to be covered*)
- Sweatshirt or Light Jacket for cool or damp days
- Lunch, Snacks, & Drinks.  
Please be sure to provide choices that are healthy, fulfilling, and non-perishable (there is no refrigeration at camp). Children will eat and drink more than usual because they are so active throughout the day. Half-Day campers will need snacks and drinks only.
- Water Bottles with Water (*no glass please*)
- Sunscreen and Bug Repellent – Please see the Sunscreen & Bug Repellent Policy below.
- A Bag to carry your belongings

## Suggested Items for Rainy Days

- Raincoat or Poncho
- Umbrella
- Extra shoes/socks
- Changes of clothes (including underwear)

## What NOT to bring to Camp

**PLEASE LEAVE VALUABLE PERSONAL ITEMS AT HOME.** Campers should not bring or wear any valuable, personal articles such as expensive footwear, watches, jewelry, phones, personal music devices, electronic games, trading cards, key chains, toys, etc. Children are not permitted to use these items at camp. Do not bring sporting equipment unless it is approved by the camp counselors and/or to be used at a specialty sports camp. The Hockomock Area YMCA is not responsible for lost or stolen items.

## Lost & Found

Lost items are kept in a bin behind the camp office, at the outdoor pool area, and at the Member Service Desk. Parents are welcome to check for any missing articles. The YMCA is not responsible for lost or stolen items.

## Vending Machines

Vending machines in the Y lobby are available to campers and their families only upon arrival and departure of camp as counselors cannot be spared to bring campers to the vending machines during lunch.

# CAMP STRUCTURE

## Program Structure

Age-appropriate groups are created throughout the summer to best accommodate our camps and campers. This is determined by the grade the camper will enter in the Fall of 2018. There may times when a second division by gender is necessary (Camp Wiggi & Junior Camp Wiggi only) in order to keep campers and staff within appropriate ratios. Although campers will interact with different groups, they will travel with their assigned group for attendance and safety reasons.

Each group is assigned two core counselors throughout each week of the summer. Campers will encounter different counselors at particular activities however, the core counselors will remain consistent for each week.

## Camp Schedules

Weekly schedules are created for each week of camp. We will provide schedules to you in the following ways\*\*:

- Upon arrival at camp on the first day of each week
- Through email the week before your child starts camp\*\*
- Through email when we distribute the weekly e-newsletter\*\*

**\*\*Please be sure we have your correct email address so you receive our correspondence.**

## Field Trips

All campers attending field trips are required to wear a brightly colored Hockomock Area YMCA t-shirt that we provide. This helps our staff easily identify Hockomock Area YMCA campers from other people at the public location and keep them together in a group. Each camper will be given one t-shirt on their first field trip and should wear it for each field trip day going forward. **\*Extra tee shirts can be purchased for \$6.00.**

In addition to t-shirts, our camp staff conduct continuous head counts, face counts, and group attendance to maintain safety.

In the case of an emergency while on a field trip, camp staff will have each child's emergency contact information with them so that parents can be contacted quickly if needed.

Beach & water field trips—have your child come to camp in their swim suit and bring a change of clothes for after the swimming trip. (field trip t-shirt, towel, underwear, socks, shoes, sunscreen).

## CAMP-SPECIFIC

### Junior Camp Wiggi

#### Ratio:

To ensure a fun, safe environment, our staff role model to camper ratio will never exceed 1:5 although many times we hold a 1:4 ratio. Fluctuation of the ratio will be dependent on the nature of certain activities but will never exceed 1 counselor to 5 campers.

#### Morning Drop Off & Afternoon Pick Up:

Please bring your child directly to the appropriate drop off site in the morning. Half-day campers will be dismissed promptly at 1:00PM from their lodge. Full day campers will be dismissed along with the rest of Camp Wiggi at 4:00PM.

#### What to Bring Daily:

Full Day Campers:

- 2 Snacks, Lunch, & Drinks
- Water is available to campers throughout the day
- Bathing Suit & Towel

Half-Day Campers:

- 1 Snack, Lunch, & Drinks daily
- Water is available to campers throughout the day

### Camp Wiggi

To ensure a fun, safe environment, our staff role model to camper ratio will never exceed 1:10.

#### Grade 1

Campers entering Grade 1 will *not* attend field trips, however they *will* enjoy special programming 1 day a week while on-site. The day will vary and will be based on the availability of programming and space.

#### Grades 2 & 3

Campers entering Grades 2 & 3 will enjoy 1 field trip per week, typically on Wednesdays. The details of this field trip will be included in the weekly newsletter. All staff will be able to give you details of the trip prior to departure. As a reminder, field trips may change due to inclement weather. Appropriate notification will be provided to parents if this were to occur.

#### Grades 4 - 6

Campers entering Grades 4 - 6 will enjoy 2 field trips per week, typically on Tuesdays and Thursdays. Details of the field trips will be included in the weekly newsletter. All staff will be able to give you details of the trip prior to departure. As a reminder, field trips may change due to inclement weather. Appropriate notification will be provided to parents if this were to occur.

### Super Sports & Specialty Sports Camps

Sports Camp staff will be under the direct supervision and guidance of Kelly Hurley, Sports & Camp Director. Qualified, mature, and personable camp counselors will assist Allie with the day to day facilitation of the camps. A standard staff role model/camper ratio of 1:10 will be used in all sports camp activities. Fluctuation of the ratio will be dependent on the nature of certain activities but will never exceed 1 counselor to 10 campers. Super Sports and Specialty Sports will **not** go on field trips unless specified in the camp guide (Sports Field Trip Camp).

### Teen Camps (Voyager Camp, LIT, & CIT)

To ensure a fun, safe environment, our staff role model to camper ratio will never exceed 1:10 in all Voyager, LIT, and CIT camp activities. Fluctuation of the ratio will be dependent on the nature of certain activities but will never exceed 1 counselor to 10 campers.

Voyager campers will participate in one service initiative per week. The campers will work with Teen Camp Staff to plan trips and activities for the week. Voyager staff will be under the direct supervision and guidance of Alex Dorson, Teen Director.

## REGISTRATION & FINANCIAL INFORMATION

### Registration Deadline

The deadline for registration is the Wednesday prior to the start of the camp week, depending upon availability. Any registration received after the close of business on Wednesday of the week prior to the start of camp will incur a *\$20 late registration fee*.

### Camp Financial Assistance

The Hockomock Area YMCA, through our annual Reach Out for Youth & Families Campaign, provides confidential financial assistance for any of our programs, activities, and services regardless of ability to pay. Financial Assistance applications are available on our website at [hockymca.org](http://hockymca.org) and at all branch Member Service Desks. The application process is strictly confidential.

Please return your completed application and camp registration form and all required documentation in a confidential envelope to your branch's Member Service Desk. Forms will be forwarded to our Scholarship Department for review. Complete Financial Assistance applications are processed in the order received. Please allow at least three weeks for processing. All Financial Aid recipients must have an active membership.

Financial Assistance Vouchers issued by the Office of Child Care Services are accepted. A copy of your current voucher **MUST** be presented with the camp registration forms.

Please keep in mind that some specialty camps require a direct cost to be covered prior to financial assistance. In addition, busing is not scholarship eligible.

### Member / Non-Member Rates

In order to receive the member discounted rate for camp, the campers' membership must be valid and in good standing at the time of registration and for the duration of their camp session(s). If the membership should lapse, the account will be adjusted to reflect the non-member rate and the parent will be responsible for the payment difference. Summer Memberships and Program Memberships do not qualify to receive member rates.

### Payments

Registrations received without a deposit will not be processed. Camp balances must be paid in full two weeks prior to the start of your child's camp session. Any registration received on Wednesday prior to the week your child is due to start camp will incur a \$20 late fee.

Payment is required for all registered days, whether or not the camper attends on those days. If payment is not received, the credit card on file will be charged. If we are unable to collect payment, your camper will not be allowed to attend camp.

### Refunds

Withdrawal or cancellation thirty (30) days prior to the start of camp for any reason will result in a full refund less the \$10 deposit per camp. Withdrawal or cancellation two weeks prior to the start of camp for any reason will result in a 50% refund. No credits or refunds will be issued less than two weeks prior to the start of the registered camp session. No credits or refunds will be issued less than 2 weeks prior to the start of the registered camp session.

**All refund requests must be made in writing. Withdrawal/Refund Request Forms are available at our Member Service Desk.**

### Returned Check Policy

A \$20 processing fee will be charged for a check returned for any reason to the Hockomock Area YMCA. We do not re-deposit checks. Once this occurs, future payments must be in the form of cash, money order, or bank check.

**Please review all Financial Policies on our registration form.**

# GENERAL DISCIPLINE POLICY

## Overview

Good discipline is one of the major foundations for a good life. This means that each member of the camp, staff and children alike must show good self-discipline and accept responsibility for their actions. In order to do this, it is necessary to know the limits and rules of our camp. As parents, please be aware of our expectations for each child attending Hockomock Area YMCA camps. There needs to be a three-way cooperation and understanding of our discipline policy between parents/guardians, children, and staff so that we can give your child their best summer and provide a pleasant environment for all.

The staff will follow our camp discipline policy *as outlined on this page under 'General Discipline Policy.'* Staff will NOT do the following as it is in direct violation of our YMCA's mission, vision, and Code of Conduct.

- Corporal punishment, including spanking, is prohibited.
- No campers shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- No camper shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting, or not using the toilet.

## 3-Point Rule

It is our belief that better discipline and more pleasant conditions can result from our mutual efforts. Therefore, we have compiled these rules and policies. Our policy is based on the Y's core founding values of caring, honesty, respect, and responsibility and can be summarized in three points:

1. Respect for other people and their property
2. Consideration for others
3. Courtesy to all

## Discipline Steps

As a camp participant, the children are expected to show respect for their fellow campers and to the staff. Children must be taught at an early age to follow rules and regulations, to respect all authority, and to recognize the rights of others. While most children conduct themselves in an appropriate manner, there are children who disobey established rules. At the discretion of the Camp Director one or more of the following may occur:

1. Re-Direction
2. Activity Assignment
3. Parent Involvement
  - a. Call Parent
  - b. Face to Face Discussion with Parent
  - c. 1-Day Suspension
  - d. 1-Week Suspension
  - e. Removal from Program

Portions of the policy may be skipped based on the severity of the incident. Physical violence toward another camper or staff member may result in a suspension based on the severity. In extreme cases of misbehavior, parents may be asked to pick their child up at the camp or at the offsite location (field trip, etc.).

## Behavior Termination

Any physical outburst will result in immediate dismissal. Otherwise, guidelines are available upon first behavioral offense. *All suspensions and dismissals forfeit session reimbursement / refund.*

## ELASTIC POLICY

The Hockomock Area YMCA Camp Staff reserves the right to rule on any matter covered, or uncovered, in this Camp Handbook that insures a positive learning experience for all participants and that protects the integrity and standards of excellence that we strive for in the offering of Hockomock Area YMCA Camps.