

Camp Kindness



“Wherever there is a human in need, there is an opportunity for kindness and to make a difference”

Camp Kindness Summer 2020

Please note that as required by the Board of Health, your child must have a complete record of immunizations signed and dated by a physician or nurse practitioner that includes:

***By age 5, all children must have 5 doses of DTP or DTaP, MMR and poliomyelitis, and IPV vaccines**

***By age 12, children also need 3 doses of hepatitis B, varicella, and booster of Td vaccine**

Camp Kindness



“Whenever there is a human in need, there is an opportunity for kindness and to make a difference”

General Information

DAILY CURBSIDE DROP-OFF PROCEDURES (8:30AM-9:15AM) Please allow additional time for curbside procedures

****** Please note if health records and payment are not received your child will not be admitted to Camp.**

1. Arrive to Y and drive to the right side of the building, next to the outdoor pavilion. Enter one of the two lanes for drop-off.
2. Please arrive with mask or face covering on in the vehicle and remain in the vehicle.
3. Once it is your turn for drop-off advance to Y staff member. The staff member will pull up your morning self-screening to ensure it has been completed. Your camper will then be electronically checked in.
4. Your camper(s) will then be asked to exit the vehicle and immediately hand sanitized. Camper(s) will then be escorted directly to their camp unit/family.

REGULAR DAY PICK-UP PROCEDURES (3:15PM-4:00PM) Please allow additional time for curbside procedures

1. Once you arrive at the Y facility, please park your vehicle and message camp staff that you have arrived and are ready to pick up your camper(s).
2. Please remember to wear your mask and remain in your vehicle as you wait for your camper to pack up and safely exit the facility.
3. Once your camper(s) arrives at your vehicle they will be electronically signed out and we recommend that you hand sanitize them once they enter your vehicle.

***Only authorized persons listed in our camp system and with proper photo ID may pick up your child**

DISPENSING MEDICATION

ALL medication must be turned into the Camp Director or leadership staff. A parent/caregiver must fill out the Consent to Give Medication form in advance. Medication must be in its original container bearing the pharmacy label which shows the date of filling; the name of the pharmacy, patient, doctor and medication; directions for use and cautionary statements, if any, and medication quantity. Over the counter medication must be accompanied by a doctor's note which shall include directions for use. All medications, with the exception of epi-pens and inhalers, will be kept in the camp office and administered by a Director at the required time of dosage.

SICK / ABSENT CAMPERS

If your child is sick or absent from camp, we ask that you call the Member Service Desk (508) 696-7171 ext 0, before 9:00AM to let a director know.

WHAT TO BRING, PLEASE PUT CHILD'S NAME ON ALL ITEMS THEY BRING TO CAMP:
(use me as a checklist!)

- **Backpack**
- **Hat**
- **Bathing suit**
- **Towel**
- **Snacks** (2 x daily)
- **Bagged lunch and drink** (to help ensure lunches stay cool, ice packs/frozen water bottles are always a good idea!)
- **Sunscreen**
- **Bug spray**
- **Water Bottle**
- **2 clean and labeled cloth face masks or coverings**
- **Change of clothes including socks and underpants**
- **Appropriate clothing (no open-toed shoes; rain jacket if necessary; hat, long sleeve shirts and long pants for protection from the sun.)**

WHAT NOT TO BRING: Leave at home!

- Electronics (Cell phones, iPods, Nintendo DS/PSP)
- Toys, especially those soft and difficult to clean
- Money
- Trading cards (Pokémon etc.)
- Valuable items
- Jewelry
- Heelys
- Weapons of any kind – real or fake

OUR COMMITMENT TO CHILDREN'S SAFETY

The Y of Martha's Vineyard takes responsibility for the care and protection of every child very seriously. It is a top priority of ours to assure that all children's experiences with us is not only fun, but also safe. In our camp, the following steps are in place to ensure a safe summer: (1) our staff are carefully screened and trained, (2) our policies are designed to protect children, (3) parents are partners at the YMCA, (4) we emphasize the positive.

The Y of Martha's Vineyard Camp Kindness

PARENT/GAURDIAN CONSENT FORM

Parent/guardian signature on your camper(s) registration form is acknowledgment that you have read the Family Handbook and agree to the policies and procedures outlined below. Signature of parent/guardian is required for your child to enter camp.

Medical Consent

As the parent/guardian, I hereby give consent to the Y of Martha's Vineyard Summer Program to provide emergency medical treatment for the above named child in the event that I cannot be reached. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of the child.

Recognizing that the Y will do its best to ensure a safe experience, I understand that certain dangers or accidents may occur. I hereby release the Y of Martha's Vineyard from any and all responsibility and liability of any nature, including claims of injury, illness, death, loss or damage, resulting from my child's participation in any program activities.

Participation Agreement *(Please go over these items with your child):*

1. Participant agrees to abide by rules and regulations set by the program for the health, safety, and welfare of the participants.
2. All medications will be brought directly to the site staff in accordance with the Plan for Administration of Medication and will be accompanied by a medical consent form.
3. The Y is not responsible for lost, damaged, or stolen personal belongings.
4. Continued inappropriate behavior, including but not limited to threatening, bullying, not following directions, teasing, sexual harassment/intimidation, fights, or improper behavior in vehicles, may result in immediate dismissal from the program with no refund.
5. Children will not be accepted at the camp if they are ill. This includes, but is not limited to fever of 100°F or higher, stomach virus, or any contagious symptoms; rashes, sore throat, vomiting, etc. Should the child become ill during the day, the parent or designated emergency contact person(s) will be notified to pick up the child.
7. Campers will be dropped off and picked up at the designated times. If extended care is needed, registration is required so that adequate staff can be provided. If the child is not enrolled in extended care, late pick-up penalties will apply.
8. The Y of Martha's Vineyard Camp Terra Mare Summer Program has the right to refuse a child to camp if all required documentation has not been provided (i.e., immunization record, signed medical form, signed Parent/Guardian Consent form).

By Signing Camper Registration Form, You Agree That:

- ✓ I have read and understand the parent/guardian consent, general information, & Family Handbook.
- ✓ I authorize my child to participate in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.

Behavior Management Guidelines

It is the YMCA's goal to provide a healthy, safe, and secure environment for all day camp participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values and to interact appropriately in a group setting.

Behavior Guidelines:

- We will **care** for ourselves and for those around us.
- **Honesty** will be the basis for all relationships and interactions.
- People are **responsible** for their actions.
- We **respect** each other and the environment.

When a camper does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place.
3. If the behavior persists, a parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent so they can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem still persists, staff will schedule a conference that includes the parent, camper, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences must be scheduled, a counselor may also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children or staff, the parent may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the day camp program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day:

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the day camp program without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

If any of these behaviors persists, staff may suspend the camper a second time before expulsion. Immediate expulsion may occur if a camper is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

Authorization to Administer Medication to a Camper
(IF APPLICABLE, To be completed by parent/guardian)

Name of Camper: _____ Age: _____ DOB: _____

Food/Drug Allergies:

Diagnosis (at parent's discretion):

Parent/Guardian Name: _____

Home phone: _____ Cell phone: _____

Emergency contact number: _____ name: _____

Name of Licensed Prescriber: _____ Business Telephone: _____

Emergency Telephone: _____

Name of Medication: _____

Route of Administration: _____

Dose given at camp: _____

Frequency: _____

Date Ordered: _____ Duration of Order: _____

Quantity Received: _____ Expiration date of Medications Received: _____

Special Storage Requirements: _____

Specific Directions (e.g., on empty stomach/with water):

Specific Precautions:

Possible Side Effects/Adverse Reactions:

Other medications (at parents' discretion):

Location where medication administration will occur:

Additional Notes:

(Over)

Authorization to Administer Medication to a Camper (2)

I hereby authorize the YMCA of Martha’s Vineyard to administer, to my child,
_____ the medication(s) above, in accordance with
105 CMR 430.160.

105 CMR 430.160(A)

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist’s initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.

105 CMR 430.160(C)

Medication shall only be administered by the health supervisor* or by a licensed health care professional authorized to administer prescription medications. The health care consultant shall acknowledge in writing the list of medications administered at the camp. If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

105 CMR 430.160(D)

When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned, it shall be destroyed.

*Health Supervisor – A person who is at least 18 years of age, specially trained and certified in at least current American Red Cross First Aid (or its equivalent) and CPR, has been trained in the administration of medications and is under the professional oversight of a licensed health care professional authorized to administer prescription medications.

Parent/Guardian Signature: _____ Date: _____

**YMCA Summer Camp
2020**

FAMILY HANDBOOK

**YMCA of Martha's Vineyard
111R Edgartown Vineyard Haven Rd.
Vineyard Haven, MA 02568
(508) 696-7171**

Table of Contents

GENERAL INFORMATION	11
Introduction	11
Staff	11
Licensing Agency	11
Important Phone Numbers	11
GETTING STARTED	12
Age Requirements	12
Registration	Error! Bookmark not defined.
Camp Extended Care	Error! Bookmark not defined.
Required Forms	Error! Bookmark not defined.
Confidentiality of Records	12
Hours of Operation	Error! Bookmark not defined.
Supervision of Children	12
FINANCIAL POLICIES	12
Camp Rates, Payment Options & Plans	12
Financial Assistance	12
Payments and Records	12
Termination for Non-Payment	13
Refunds and Withdrawal from Program	13
Enrollment Changes	13
ATTENDANCE AND TRANSPORTATION POLICIES	13
Late Pick-Up Penalties and Procedures	13
Transportation & Traffic Control Policy	13
Absences	14
NON-DISCRIMINATION POLICY	14
Non-Discrimination Policy /Equal Opportunity	14
HEALTH AND SAFETY	14
Illness	14
Plan for the Care of Mildly Ill Children	15
Plan for administration of medication	15
Plan for returning or destroying unused medication	16
Allergy Procedure	16
Allergies & Emergency Medical Information	17
Procedures for Administering First Aid	17

Procedure for Documentation of First Aid and Informing Parents when First Aid is Administered	17
Procedures for Providing Emergency Health Care	17
Current Emergency Contact Information	18
Protection from the Sun	18
Meningococcal Disease and Camp Attendees:	19
Commonly Asked Questions	19
DAILY ROUTINES	20
Daily Communication	20
Picking Up Your Child	20
Release of Children	20
Field Trips	20
Food for Children	21
Toys/Items from Home	21
General Daily Schedule	21
Issues of Concern/Grievance	21
Child Guidance Policy	21
<i>Behavior Management Guidelines</i>	22
YMCA ENRICHMENT PHILOSOPHY	23
PARENT INFORMATION, RIGHTS AND RESPONSIBILITIES	23
PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT	23
CLOSING COMMENTS	24

Found in the front of the packet:

ATTACHMENT 1: PARENT/GUARDIAN CONSENT FORM

ATTACHMENT 2: BEHAVIOR MANAGEMENT GUIDELINES

ATTACHMENT 3: AUTHORIZATION TO ADMINISTER MEDICATION TO A CAMPER

GENERAL INFORMATION

Introduction

At the YMCA of Martha’s Vineyard, we believe camp is about having fun & developing skills, while offering opportunities that allow children to grow to their fullest potential. The YMCA of Martha’s Vineyard strives to provide a quality program that is affordable, safe and accessible to the greatest number of families in an effort to strengthen them, as well as our community. At the YMCA of Martha’s Vineyard, children are provided with multiple opportunities to learn new skills, develop confidence and character, and to make lifelong friends. Our commitment to the YMCA core values of caring, honesty, respect and responsibility are clearly evident to campers and staff members as they experience camp together. At camp, your child will explore the island of Martha’s Vineyard through field trips, camp crafts, nature activities, swimming, and more. We also offer extended care for campers whose parents need childcare options outside the normal hours of camp. We hope the transition into our program is easy and comfortable for you and your child, and we look forward to working with you throughout your child’s stay with us.

Staff

We believe that the success of our program lies in the quality of our staff. Each member of our staff is carefully selected based on his or her experiences, education, character, talents and interpersonal skills. Our purpose is to provide an enriching experience in a safe and structured, developmentally appropriate program - one that will provide a positive and enriching long-lasting memory for your child. Our counselors and program specialists are chosen based on their maturity and proven ability to be positive role models for your child. All staff undergoes Massachusetts background checks (CORI and SORI). Our camp allows you the sense of security that comes with knowing that your child is spending their summer days under the watchful and nurturing eyes of our dedicated camp staff.

Parents have the right to request a review of all background checks as well as the health care and discipline policies. Any grievances regarding Y policies may be filed with the Camp Director.

Licensing Agency

The Y of Martha’s Vineyard Summer Camp is licensed by the Massachusetts Department of Public Health and is mandated to uphold all the rules and regulations pertaining to licensing by the local Board of Health.

Important Phone Numbers

YMCA of Martha’s Vineyard..... (508) 696-7171
Tara Dinkel Summer Camp Director (508) 696-7171 ext. 117

GETTING STARTED

Age Requirements

Our camp offers co-educational programs open to children of all abilities, from K – 9th grades. Campers will be placed in groups according to the grade they will be entering in the fall.

Confidentiality of Records

All information contained in your child's records is privileged and confidential and cannot be released without your written consent. Parents shall, upon request, have access to their child's records and have the right to amend the record. The Y of Martha's Vineyard Summer Camp Program shall provide, within 2 business days, and will not charge any fee for copies of any information contained in the child's record. Authorized representatives from Massachusetts Department of Public Health have the right and responsibility to review all records upon request.

Supervision of Children

The program will be supervised by the Program Director and Assistant Director. During program hours, children are under the direct supervision of the program staff. Campers will be placed in co-ed groups according to the school grade they will be entering in the fall. Groups will adhere to the ratios set forth by the licensing agency. For more information on required staff ratios, please contact the camp director.

FINANCIAL POLICIES

Camp Rates, Payment Options & Plans

The member rate applies to children covered by a family membership. In order to receive the member discounted rate for camp, the camper's membership must be valid and in good standing at the time of registration and for the duration of the camp weeks(s). We accept cash/money order, check, or credit card (MasterCard, Visa, and Discover). An automatic credit card or checking account payment plan is available. Please contact us for appropriate paperwork regarding this payment option.

Financial Assistance

If economic or other family circumstances prevent your child from participating in our camp, please fill out a Financial Assistance application and return it to the Member Service Desk; see Membership Coordinator Lindsay Webster with questions 508-696-7171, ext 111. All requests are confidential. The Y of Martha's Vineyard welcomes all recipients of state vouchers and subsidy programs. Financial assistance is made possible through donations raised through the Y's annual fundraising campaign.

Payments and Records

The balance of payment (full tuition less the deposit) is due 2 weeks prior to the start of your

child's camp week(s). If you have any questions or concerns about your account history of payments, please contact the Member Service Desk. It is important that all receipts are saved to help verify payments. A year-end summary may be obtained upon request.

Termination for Non-Payment

Non-payment or consistently late payment of fees is sufficient cause for termination from the Y program. The child may return to the program after all balances have been paid in full, provided that there is space available in the program. If service is terminated for non-payment, the Y will pursue collection for the full amount due. A family with an outstanding balance may not be permitted to register or participate in any other Y programs until the amount due is paid in full.

Refunds and Withdrawal from Program

A written 2 week notice is required if you wish to withdraw your child from camp. **Tuition, less the \$15 registration fee and \$25 deposit per week, will be refunded if notice is received two weeks prior to your child's camp session.** No credits will be issued if less than 2 weeks' notice is provided before the start of camp. Refunds after the start of the camp week are made only if the child has an illness or injury requiring doctor's care and a note from the physician stating that he/she can't participate in camp activities.

Enrollment Changes

Any changes in enrollment (i.e. withdrawing from the program) must be given in writing two weeks in advance of the start of the program week desired or currently enrolled, whichever comes first. Please note that if proper notice is not given, you are responsible for your original billing agreement.

ATTENDANCE AND TRANSPORTATION POLICIES

Late Pick-Up Penalties and Procedures

Our program day ends promptly at 4:00 p.m. A \$10.00 fee will be incurred if a child is not picked up by 4:00pm. The fee will be automatically charged to your billing method on file. All late pick-ups are logged. It is your obligation to call the YMCA and notify us of any emergency situations. If we do not receive a call by 4:25 p.m., and no person on the contact list can be reached, we will contact the Department of Children and Families (DCF) and file a report.

Transportation & Traffic Control Policy

Parents/guardians are responsible for all transportation to and from camp. Transportation for any camp activities occurring off-site will be provided by the Y of Martha's Vineyard Summer Program via the Martha's Vineyard Regional Public School System. Please note that for summer 2020 in phase 2 of reopening no field trips are allowed. We do not anticipate this changing but have included this information still just in case.

Upon entering the Y parking lot, parents should follow signs to the right side of the building to the designated drop-off location. Parents/guardians will wear a mask and remain in their car while the child goes through new check in procedures. Please refer to the Y Summer Camp

Policies & Procedures for procedures regarding enrolled children who do not arrive at camp and children who do arrive but are not enrolled.

Once again we do not anticipate transporting children for summer 2020, but just in case transportation is provided to and from scheduled field trips with written parent consent, via school bus vehicles or licensed and insured private transportation vans. Children are expected to wear safety restraints at all times while being transported. Children are also expected to behave appropriately while on the bus or in a van. Transportation can and will be suspended without notice if a child is behaving in an unsafe manner or being inappropriate while being transported.

Absences

Please inform us as soon as possible if your child is going to be absent from the program. If your child is ill and will not be attending camp that day, please call the Member Service Desk at the Y at 508-696-7171, ext 0 before the camp starts at 9:00 a.m. Continued failure to call in when your child is absent will result in a suspension or termination from the program. There is no tuition credit for any days when your child does not attend the program; however exceptions will be considered on a case by case basis.

NON-DISCRIMINATION POLICY

Non-Discrimination Policy /Equal Opportunity

It is the policy of the Y of Martha's Vineyard to comply with all existing statues regarding equal opportunity and non-discrimination. We hire new employees and admit children and families to our programs of any race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or gender identity. Our programs ensure that policies and procedures promote the recognition of the individual and diverse developmental needs of each child. The Y of Martha's Vineyard Summer Camp Program is designed to be inclusive of all children, including those with identified disabilities according to the 1990 Americans with Disabilities Act, Individuals Disabilities Education Act (2004) and Section 504 of the Rehabilitation Act of 1973. Please feel free to contact the Camp Director if you have questions or concerns regarding your child's participation in camp activities.

HEALTH AND SAFETY

Illness

We recognize the problems of parents who have a sick child and who must go to work. Yet it is our main concern that all children are safe and healthy. Parents must arrange for alternate care for the days when their child cannot attend due to illness. Parents are contacted if their child is in need of a doctor's attention, is contagious, or is in need of prolonged individual attention from a staff member due to illness.

Please do not bring your child to Camp if in the last 24 hours he/she has had a fever, experienced vomiting, or any possibly contagious conditions. To ensure the comfort of your child and the health of the other children in the center, you will be expected to make other

arrangements for his/her care if your child has experienced any of the following symptoms within the previous 24-hour period:

1. A fever of 100°F or higher. Children with a temperature reading over 99°F will be sent home and may not return to the program until they have been fever-free for a full 24-hour period.
2. Stomach viruses. A child who is vomiting will be sent home and should remain home until the vomiting has stopped and the child can keep food and liquid down for a 24 hour period.
3. A contagious condition of any kind, including, but not limited to: strep throat, flu, respiratory infection, conjunctivitis, infectious rash, hepatitis, lice, chicken pox, measles, mumps, scabies, etc. That child will be sent home and will not be allowed back into the program until all symptoms have been cleared by a medical professional.

Plan for the Care of Mildly Ill Children

In the event a child feels mildly ill, the Camp Director will find a quiet place for the child to rest. The child will be offered water, food, and appropriate rest and play materials. If the child needs to be in a separate room, the staff member caring for that child will at least meet the minimum counselor qualifications, and will be trained in the general practices and procedures for the care and comforting of ill children, the recognition and documentation of symptoms of illness, and taking the children's temperature.

Plan for administration of medication

Should a parent desire that the Y give their child medicine (prescription or over the counter) the following guidelines apply:

1. **In order to give the child any medication, prescription or non-prescription, the parent must give written authorization and consent by signing a release form and medication tracking form.** This form will include the parent signature, date, time to be given, name of medication, as well as other specific instructions as to the administration of the medications.
2. All **prescribed medication** for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container.
3. All **over the counter** medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.
4. Medication can be administered by the parent to the child when dropped off at or picked up from the facility.
5. Medication shall only be administered by the health supervisor or by a licensed health care professional authorized to administer prescription medications. If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. The health care consultant shall acknowledge in writing a list of all medications administered at the camp. Medication

prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

PLEASE NOTE: All prescription and non-prescription medications require a note from the physician with instructions concerning the dosage and times to administer. ***This note is valid for specified time only, as expressed by physician, which cannot exceed one year and will be kept on file.*

The instructions on the medicine bottle will be considered the proper instructions unless accompanied by a doctor's note. If any staff member has questions or concerns, the medication may not be given. Any instructions for over the counter medication may not exceed the suggested dosage on the package unless accompanied by a doctor's note.

An authorized staff member must handle all medications, except inhalers. All medications shall be administered by an authorized staff member; upon written authorization of a parent and the physician, the child may be permitted to administer his/her own medication under the supervision of an authorized staff member. *Medications are not to be left in backpacks or kept on the child's person.* This includes over the counter medications of any kind. The authorized staff member will note on the medication tracking form the amount of medicine given to the child as well as the time administered.

Important instructions for inhaler usage: With written parental consent and authorization of the physician, children who have asthma will be permitted to carry their own inhalers and use them as needed without the direct supervision of a staff member. All staff will be alerted to the status of children within the programs care who have asthma and carry their own inhalers and use them as needed.

Plan for returning or destroying unused medication

When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned, it shall be destroyed as follows:

1. Destruction of prescription medication shall be accomplished by the health care consultant, witnessed by a second person and recorded in a log maintained by the camp for this purpose. Said log shall include the name of the camper, the name of the medication, the quantity of the medication destroyed, and the date and method of destruction.
2. The health care consultant and the witness shall sign each entry in the medication destruction log.
3. The medication log shall be maintained for at least three years following the date of the last entry.

Allergy Procedure

Any allergies listed on a child's record must be discussed between the Camp Director and the parents so that the medical condition is understood. In the case of a food or chemical allergy, documentation must be provided and placed in the child's folder. This documentation, signed by the parents and Camp Director, must include how the allergy is to be handled and whether it is a medical procedure or an avoidance factor.

The Camp Director will then discuss the allergy and the medical or avoidance procedures with the other staff members so that everyone at the site is familiar with the allergy and what to do in case of a reaction.

The child's allergy should be clearly marked on the outside of his/her folder. A copy of the documentation for medical or avoidance procedures for each child should be taped to the inside of the cabinet door where the first aid kit is stored.

Allergies & Emergency Medical Information

Any allergies to foods, chemicals, or other materials should be listed in the "Allergies" section of the Y of Martha's Vineyard Summer Camp Program medical form. All staff will be informed of children's allergies and instructed to avoid these products. The medical form should also be completed by your child's health care provider and/or service provider to ensure that the program is aware of any issues or concerns related to the child's participation in the program.

Procedures for Administering First Aid

1. Every camp group has a complete first aid kit available at all times.
2. When necessary, one YMCA staff will administer first aid, while other staff will care for the rest of children.
3. A staff member will call for back-up if necessary.
4. When applicable, staff will wear gloves to prevent the spread of possible infectious disease.

Procedure for Documentation of First Aid and Informing Parents when First Aid is Administered

1. Any administration of First Aid will be logged in the Medical log book, including date, time, name of camper, camper complaint, and aid administered.
2. An incident report will be completed to document the cause of injury.
3. Parents will be notified of the administration of First Aid.

Procedures for Providing Emergency Health Care

In the event of an emergency where emergency health care needs to be provided, the following steps will be taken:

1. A staff member will call for help. If contacting 911, make sure that the person relays the following information:
 - a. Your name and the child's name
 - b. Nature of the emergency
 - c. Telephone number and address where you are presently
 - d. The exact location of the injured person at site
 - e. Relay exactly where you will meet emergency service personnel and what you are wearing

- f. Do NOT hang up the phone until all of the above information has been relayed and you have confirmation that help is on the way
2. Administer first aid immediately.
3. Have someone contact parent/caregiver with all necessary information. If parent cannot be reached, the Camp Director will keep attempting to contact parent and other emergency contact persons.
4. Transport child via ambulance to Martha's Vineyard Hospital with a YMCA staff member in attendance.
5. Give all necessary forms to the staff member to bring to the hospital.
6. If the parent cannot be contacted, then the Camp Director will contact other listed emergency contact persons.

In preparation for an emergency where emergency health care needs to be provided while off-site, the camp staff will take the following action:

1. Staff members will bring all camper files and emergency contact numbers when the program is off-site at any time.
2. Parents are aware that their children will be off-site, and permission has been granted for this.
3. YMCA staff has cell phones and/or access to a phone while off-site.

Current Emergency Contact Information

The YMCA of Martha's Vineyard Summer Camp Program must be notified of any changes in address, workplace or home telephone numbers. It is important that parents list someone other than themselves. This person must be someone who lives in the area and can be contacted in case of medical emergency. It is the parent's responsibility to keep all information up to date.

Protection from the Sun

The Y encourages all campers to reduce exposure to ultraviolet exposure from the sun. Such means shall include, but need not be limited to, the use of wide-brim hats, long sleeve shirts, long pants, and screens with a solar protection factor of 15 or greater and lip balm. If the child does not have his/her own sunscreen, a screen with a solar protection factor of 15 or greater will be provided. If a child needs assistance applying sunscreen, the counselor will first ask the child if he/she may have permission to apply the screen. With the child's permission, the counselor will apply the screen to the child's face, neck, arms and other exposed areas of the body.

Campers are not considered to have increased risk of Meningococcal Disease, but the Department of Public Health requires us to give you the attached information.

Meningococcal Disease and Camp Attendees:

Commonly Asked Questions

What is meningococcal disease?

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the "meninges") that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. In the US, about 1,000-3,000 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 11-19% may lose limbs, become deaf, have problems with their nervous system, become mentally retarded, or have seizures or strokes.

How is meningococcal disease spread?

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

Who is at most risk for getting meningococcal disease?

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or terminal complement component deficiency (an inherited immune disorder) are at risk. People who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease.

Are camp attendees at increased risk for meningococcal disease?

Children attending day or residential camps are not considered to be at an increased risk for meningococcal disease because of their participation.

Is there a vaccine against meningococcal disease?

There are currently 2 types of vaccines available in the US that protect against 4 of the most common of the 13 serogroups (subgroups) of *N. meningitidis* that cause serious disease. Meningococcal polysaccharide vaccine is approved for use in those 2 years of age and older. There are 2 licensed meningococcal conjugate vaccines. Menactra® is approved for use in those 9 months -55 years of age. Menveo® is proved for use in those 2 to 55 years of age. Meningococcal vaccines are thought to provide protection for approximately 5 years.

Should my child receive meningococcal vaccine?

Meningococcal vaccine is not recommended for attendance at camps. However, this vaccine is recommended for certain age groups; contact your child's health care provider. In addition, parents of children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

How can I protect my child from getting meningococcal disease?

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

- Wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);

- Cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trashcan; or if they don't have a tissue, cough or sneeze into their upper sleeve.

- not share food, drinks or eating utensils with other people, especially if they are ill.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or toll-free at (888) 658-2850 or on the MDPH website at www.mass.gov/dph

DAILY ROUTINES

Daily Communication

Your child will be spending many hours each week in our care. We hope you will keep us informed on a daily basis regarding the small, but important changes that can affect your child's ongoing success in our program. We encourage you to consult with the camp counselors or director whenever any concerns arise regarding your child's program and progress. We value your input and believe parents and families are the most significant role models in a child's life. Our goal is to develop an ongoing bond with your family!

Picking Up Your Child

All children must be signed in and out by a parent or authorized person on a daily basis. Maintaining accurate daily attendance is imperative to ensuring the safety of the campers and will be recorded each day by the camp staff. Please keep in mind that the staff must continue to monitor the other children in the program. For extended discussions, you can arrange an appointment. If you are going to be late, it is your responsibility to contact your emergency contact person to pick up your child before the program closes. Please call the Camp Director if a different person not listed on the Pick-up Authorization list will be picking up your child, and tell that person to be sure to have a picture ID available.

Release of Children

Children will only be released to the parent or individuals authorized by the parent and whose identity can be verified by an identification card bearing his/her photograph.

To ensure the security of the children, staff will follow the following pick-up procedures:

- Verify the individual is currently listed on the Pick-up Authorization List.
- The staff will check a photo ID to be sure that it matches the name listed. Positive identification is required, please be sure to carry your ID every day since substitute staff may not recognize you.
- Please note that the staff reserves the right to refuse the release of any child they feel may be at risk.

Field Trips

All parents will be informed ahead of time of all field trips. Permission for these trips is granted by the signing of the attached Parent/Guardian Consent Form. Although not common, if there is a cost for the field trip, payment is due before your child can attend the trip.

Food for Children

You must provide a lunch and a snack for your child each day of camp. Please consider packing extra food for your child for a mid morning and mid day snack. Please provide a refillable water bottle or canteen for your child so that he/she can replenish their water during the day. Occasionally a light snack may be provided but should not be viewed as a supplement to their daily intake of food.

Toys/Items from Home

Please refrain from having your child bring in toys or items from home. The YMCA of Martha's Vineyard is not responsible for any lost or stolen items. At camp, children are encouraged to participate in outdoor and team-building activities. Any electronic devices including Gameboys, iPods, MP3 Players and cell phones are not allowed. If a child brings such an item to camp, they will be asked to store it with their personal belongings until they are picked up at the end of the day.

General Daily Schedule

The Y of Martha's Vineyard Summer Program encompasses a variety of activities including: swimming, sports & fitness, creative arts, science & nature, outdoor & environmental education, and organized games.

Issues of Concern/Grievance

Issues, problems and questions relating to the Y of Martha's Vineyard Summer Program should always be discussed with the camp staff. If you feel that an issue cannot be resolved with the staff, you may contact Tara Dinkel, Camp Director at 508 696-7171, ext 115. Please note all staff work closely together to ensure open communication with the families we serve.

Fees and/or billing questions may be addressed with the Member Service Desk at 508-696-7171, ext 0.

Child Guidance Policy

The Y of Martha's Vineyard believes that all children should experience success. We strive for a setting which provides children with opportunities to explore their environment within consistent, age-appropriate limits. We ensure that policies and procedures regarding child guidance promote the recognition of the individual and diverse developmental needs of each child.

Our policies and procedures for behavior management of children are directed to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Our guidelines are used in a consistent, reasonable, and developmentally appropriate way, based on an understanding of the individual needs and stages of development of each child. By using the following behavior management guidelines, we strive to minimize inappropriate behavior while creating a positive and nurturing environment for all of the children in our care. Please review the guidelines with your camper. The copy of the guidelines written below is for you to keep. An additional copy of the guidelines are attached to the end of the packet please sign and return the attached page.

Behavior Management Guidelines

It is the YMCA's goal to provide a healthy, safe, and secure environment for all day camp participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values and to interact appropriately in a group setting.

Behavior Guidelines:

- We will **care** for ourselves and for those around us.
- **Honesty** will be the basis for all relationships and interactions.
- People are **responsible** for their actions.
- We **respect** each other and the environment.

When a camper does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place.
3. If the behavior persists, a parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent so they can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem still persists, staff will schedule a conference that includes the parent, camper, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children or staff, the parent may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the day camp program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day:

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the day camp program without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

If any of these behaviors persists, staff may suspend the camper a second time before expulsion. Immediate expulsion may occur if a camper is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

YMCA ENRICHMENT PHILOSOPHY

We believe in the value of human diversity and the fair treatment of all people. It must be our number one goal to provide the kind of environment and the kind of influences that encourage all children to become creative, independent, responsible, fully functioning, self-directed adults who can make decisions for themselves. Secondly, as adults we must strive to continue learning and growing in our relationships with others so that we may nurture a peaceful environment and surround the children with understanding, warmth, and giving.

Our values and beliefs about children are deeply rooted in the history of the Y.

We believe All children have the right to feel good about themselves, and it is the responsibility of all teachers to nurture the child's self-esteem

We believe That all our educational and guidance decisions for children must be based on our knowledge of child development.

We believe Each person is a unique individual and has his/her own needs. Each person has a right to meet this need in their own way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of others.

We believe Everyone is entitled to feeling, "good and bad," as well as the trial and error process that goes with feelings. It is important for people to understand these rather than deny them.

We believe In appreciating and supporting the close ties between the child and family and that children are best understood in the context of their family, culture, and society.

We believe Creativity, self-expression, and curiosity are expressions of individuality and should be encouraged to develop in all people.

We believe In helping children and adults achieve their full potential in the contexts of relationships that are based on trust, respect, and positive regard.

We believe Each child and family are due the respect for personal privacy demanded by professional ethics.

PARENT INFORMATION, RIGHTS AND RESPONSIBILITIES

We encourage you to consult with the program staff whenever any concerns arise regarding your child. This will give you and the staff an opportunity to discuss your child's program and progress. The program staff will be sure to bring any special problems or significant developments to the families' attention as soon as they arise.

We encourage families to get involved in their child's learning and development; we also value their input and suggestions. Please be part of the learning process. We believe parents and families are the most significant role models in your child's life.

PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

The Y of Martha's Vineyard Summer Program will protect children from abuse and neglect during program hours. The Y has developed and follows the written procedures for the reporting of any suspected incidents of child abuse and neglect as required by Massachusetts state law. All new staff members must participate in an orientation program that includes the following procedures and policies:

1. All staff members are mandated reporters and shall report suspected child abuse or neglect. The report will be made to the Department of Children and Families (DCF) pursuant to MGL c.119 & 51A.
2. The Director or group leader shall notify the Department of Early Education and care (EEC) immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.
3. The Y Summer Program will cooperate in all investigations of abuse or neglect, including identifying families of children currently or previously enrolled in the program; providing consent for the disclosure to EEC of information, and allowing EEC to disclose information to any person or agency EEC may specify as necessary to the prompt investigation of allegations and protection of children.
4. All Camp staff members must participate in the Prevention of Abuse and Neglect training annually.
5. If a staff person/s is/are involved in a question of abuse they will be removed from working with children until the DCF case is resolved and for such further time as the Department (EEC) requires.
6. Telephone number for the closest DCF office is (508)760-0200.

CLOSING COMMENTS

We would like to thank you for choosing the Y of Martha's Vineyard Summer Program. We look forward to enhancing the lives of children and families by embracing the mission of the Y through the values of caring, honesty, respect, and responsibility. Our family guide has outlined its duties, expectations, and responsibilities, as well as your obligations as parents of an enrolled child. These conditions (as stated in our Parent/Guardian Agreement Form) have been carefully planned to ensure the comfort and protection of your child. You can expect our staff to provide your child with an exciting and rewarding program in which he/she will have the opportunity to make new friends and experience new and exciting activities. We encourage and welcome your comments and suggestions and extend our sincere thanks for your cooperation in these efforts to provide quality programming for your child. Welcome to the Y of Martha's Vineyard Summer Program!

Sincerely,
Tara Dinkel
Program Director