

# Camp Terra Mar



“Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of childhood.” – Mr. Rogers

## FAMILY HANDBOOK

Summer 2026

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

## Important Information for Families

### **DAILY DROP-OFF PROCEDURES (8:30–8:45 AM)**

Please allow additional time to park and drop off your camper with their assigned camp unit. This summer, as Camp Terra Mar utilizes the Martha's Vineyard Regional High School campus, we will operate out of two designated areas, referred to as sites.

- **Early Summer: Sun Site** 🌞
- **Mid to Late Summer: Wave Site** 🌊

This schedule allows the high school facilities team to continue their important maintenance work while generously sharing the campus with our program.

The drop-off and pick-up process will remain the same, with only the locations changing. Please refer to the accompanying maps and images to help orient you to the Sun and Wave Sites. Each site includes:

- a designated campus entrance from the main road,
- a specific parking area, and
- a clearly marked building entrance.

We understand this is a change and will communicate clearly and often to support a smooth transition for families. Please don't hesitate to reach out with any questions or if you need clarification.

Thank you for your continued support.

#### **1. Arrival & Parking**

Please arrive at the Martha's Vineyard Regional High School and park in the designated camp parking areas (please see attached map). Drive slowly and be mindful of other camp families and staff during drop-off.

#### **2. Monday Check-In**

On the first day of your camper's session, please stop by the camp check-in table. Camp administration will confirm that all required information has been received and will direct you to your camper's designated drop-off location.

#### **3. Unit-Specific Drop-Off Locations**

- Units 1 - 3: Drop-off will take place inside the building, in the assigned classroom.
- Units 4 - 6: Drop-off will take place in the interior courtyard.

#### **4. Camper Arrival Confirmation**

Please be sure to initial and note the time of arrival for your camper(s) directly with their camp counselor before departing. Tuesday through Friday campers can be escorted by parent/guardian directly to drop off location and sign in directly with the camper's counselor.

## **DAILY PICK-UP PROCEDURES (3:30–4:00 PM)**

Please allow additional time to park and pick up your camper from their assigned camp unit.

As a reminder, Camp Terra Mar will operate out of two designated areas on the Martha's Vineyard Regional High School campus this summer:

- Early Summer: Sun Site 🌞
- Mid to Late Summer: Wave Site 🌊

While the locations may change throughout the summer, the pick-up process will remain the same.

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### **1. Arrival & Parking**

Please arrive at the Martha's Vineyard Regional High School and park in the designated camp parking areas (see attached map). Drive slowly and remain mindful of other camp families and staff.

### **2. Authorized Pick-Up**

Parents, guardians, and other authorized adults may enter the campus to pick up their camper. For your child's safety, only adults listed as authorized in our camp system will be permitted to pick up campers, a valid photo ID may be requested.

### **3. Unit-Specific Pick-Up Locations**

- Units 1–3: Pick-up will take place inside the building, in the assigned classroom.
- Units 4–6: Pick-up will take place in the interior courtyard.

### **4. Camper Dismissal Confirmation**

Please sign out your camper directly with their camp counselor before departing.

### **5. Pick-Up Time & Late Fees**

The camp day ends promptly at 4:00 PM. A \$5.00 per minute late fee will be charged for any camper picked up after 4:00 PM. Late fees will be automatically billed to the payment method on file.

## **Dispensing Medication**

ALL medication must be turned into the Camp Director or Assistant Camp Director. 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 this form as well. 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. If your child has severe allergies, asthma, or other medical diagnosis that might require emergency administration of medication please contact the camp administrative team to establish a medication plan.

## Sick/Absent Campers

If your child is sick or absent from camp, we ask that you please email our Camp Director, Jessey Powell, at [jpowell@ymcamv.org](mailto:jpowell@ymcamv.org). Please note no refunds are given.

## WHAT TO BRING, **PLEASE PUT CHILD'S NAME ON ALL ITEMS THEY BRING TO CAMP:**

(use me as a checklist!)

- Backpack
- Hat
- Bathing suit & wet bag or swim bag
- 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!)
- Water Bottle
- Sunscreen
- Bug spray
- 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: please leave at home

- Electronics (Cell phones, iPod, Nintendo DS/PSP)
- Toys
- 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.

## Our Commitment to Each Other

The YMCA is committed to creating a safe, supportive, and fun environment for every child. Our program is guided by the YMCA Core Values:

-  **Caring** – Show concern and kindness for others.
-  **Honesty** – Be truthful in what you say and do.
-  **Respect** – Treating people, spaces, and belongings with care.
-  **Responsibility** – Be accountable for your choices and actions.

✓ We understand that children may sometimes test boundaries or have challenging moments. Our goal is to guide children with patience and understanding. However, safety for all participants is our top priority, so expectations and limits must be followed.

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### For Campers

- **Respect Others:** Be kind in words and actions.
- **Be Honest:** Tell the truth and take responsibility for your actions.
- **Safe Behavior:** Keep hands, feet, and objects to yourself, no roughhousing or aggression.
- **Use Appropriate Language:** Speak respectfully; no swearing or name-calling.
- **Stay in Designated Areas:** Always remain with your group unless given permission.
- **Take Responsibility:** Help clean up and care for program spaces.
- **Live the Core Values:** Show caring, honesty, respect, and responsibility in everything you do.

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### For Families

- **Partnership:** Support the YMCA's core values at home and in communication with staff.
- **Communication:** Inform staff of any schedule changes, medical needs, or pick-up arrangements.
- **Timely Pick-Up:** Children must be picked up by program closing time.
- **Respectful Collaboration:** Work with staff to support your child's growth and behavior expectations.
- **Model the Core Values:** Demonstrate caring, honesty, respect, and responsibility when interacting with staff and children.

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 **Behavior Policy**

- **First Incident:** Parent/guardian will be called, and the child must be picked up.
- **Second Incident:** Parent/guardian will be called, the child must be picked up and will take a short break from the program.
- **Third Incident:** The child may be asked to take an extended break from the program. Before returning, parent/guardian and child will meet with the Program Director for a reintroduction meeting.
- Please note that for large/disruptive/unsafe unexpected behavior children may be required to take a break from the program or dismissed from the program without a first or second incident at the discretion of the Y camp leadership team.

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 **Please read and review our Camp Terra Mar Commitment to Each Other with your camper before attending camp!**

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 **Acknowledgment & Agreement**

If helpful, we encourage campers to sign this agreement as a commitment to these expectations. Parents/guardians are welcome to sign as well. Together, we can support a positive camp experience for all and uphold the YMCA's Core Values.

Camper Signature: \_\_\_\_\_

Parent/guardian Signature: \_\_\_\_\_

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## 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.

### 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 their 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  
Jessey Powell 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 4.9-12 years of age. Campers will be placed in groups according to their age.

### 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 age. 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

The member rate applies to children covered by a family membership. In order to receive the member rate for camp, the camper's membership must be valid and in good standing at the time of registration and continue through the duration of the camp week(s).

### 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. 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. Y Financial Assistance cannot be combined with other forms of subsidy.

### Payments

Upon registration you will pay a deposit of \$130 per week your camper(s) is registered for. The remaining balance is due by May 4<sup>th</sup>. The payment will be automatically drawn from your preferred payment method specified on your membership account. If you do not select the preferred payment method, one will be selected for you from your account. Please reach out with any questions.

### Termination for Non-Payment

Non-payment 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

Once a camp payment is made there are no refunds. Payments are also non-transferable. Please contact camp administration if you wish to withdraw your child from camp, however, no refunds are given after payment has been received. All deposits and registration fees are non-refundable and non-transferable.

## **ATTENDANCE AND TRANSPORTATION POLICIES**

### Late Pick-Up Penalties and Procedures

Our program day ends promptly at 4:00 p.m. A \$5.00 per minute 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.

Summer 2026 drop-off and pick-up will take place on the Martha's Vineyard Regional High School campus. Over the course of the summer, camp will operate from two designated locations on the campus - the Sun Site and the Wave Site - to allow us to share the space effectively. Each site has a clearly marked entrance from the main road, a designated parking area, and a family entrance. Please refer to the attached maps for details. Families should use the appropriate entrance, park in the designated lot, and walk safely, using crosswalks, to the family entrance, then follow the drop-off and pick-up procedures outlined above.

### **Camper Street Crossing Policy**

During the summer, campers will travel between the Martha's Vineyard Regional High School campus and the YMCA campus. When crossing Vineyard Haven Edgartown Road, safety is our top priority. All crossings take place only at the designated crosswalk and are closely supervised by trained YMCA staff. Campers cross together as a group, guided by multiple staff members wearing high-visibility safety vests. Staff carefully assess traffic and conditions before entering the roadway and remain with campers until everyone has crossed safely and regrouped.

Crossings are postponed or adjusted if traffic conditions are not safe. These procedures are part of our staff training and are reviewed regularly to ensure consistent, calm, and secure transitions for all campers. We appreciate your trust and are committed to keeping every camper safe during all parts of their day.

## 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 email camp director at [jpowell@ymcamv.org](mailto:jpowell@ymcamv.org). There is no tuition credit for any days when your child does not attend the program.

## **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 inconvenience 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/they 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 our program, you will be expected to make other arrangements for his/her/their 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.

#### 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/guardians 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.

### Prevention of Heat Related Illness

Staff and directors will be observing the heat index daily. If the heat index indicates a day to be in the area of "extreme caution" the following activities, as well as anything similar, will be cancelled:

- any walking trips
- rigorous outdoor play or games

These activities will be replaced with the indoor activities:

- arts & crafts
- indoor games
- bingo
- sing-a-long
- indoor station play
- indoor dance party
- reading/ journaling
- movie

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

#### 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](http://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/guardian 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 may check a photo ID to be sure that it matches the name listed.
- 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 upon registration of your camper(s).

### Food for Children

You must provide lunch and 2x daily snacks for your child each day of camp. Please note we cannot warm up food. Please provide a refillable water bottle or canteen for your child so that he/she/they 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. Please note that campers will not be allowed to purchase food from the Y Aquila Café, vending machines, or food truck during camp hours.

### 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 & movement, 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 Jessey Powell, Camp Director at 508 696-7171, ext 117. 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 Camp Registrar, please email [campregistrar@ymcamv.org](mailto:campregistrar@ymcamv.org).

### 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.

### 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.

Sincerely,  
Jessey Powell  
Youth Program Director