



FIND YOUR FUN. FIND YOUR Y.

2024 Summer Camp
Parent Handbook

» FIND YOUR Y AT
DUNELAND
FAMILY YMCA
ENROLL TODAY

For a better us.®



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DEAR Y FAMILIES,

Thank you for taking the time to consider Camp Shorwau for your camper this summer. You should know that by making the decision to send your children to camp, you are providing them with an experience that will have a lasting impact. Camp is a place where your children will learn new skills, make friends, grow in confidence, gain a sense of independence, enjoy the outdoors, and just have FUN!

This Handbook has been created as a reference guide for both families & campers for all updated policies and procedures for this summer. Your camper's safety is our top priority, and we take this responsibility very seriously. Please take time with your camper to read and review the entire handbook.

If at any time during the summer, you have any concerns, suggestions, or comments, please feel free to talk to your camper's counselors. Our counselors are looking forward to making a positive impact on your camper's summer.

We are so excited to create memories, build skills, and make new friendships this summer! If you have any questions, please feel free to reach out to Becca Colbert, Youth Program Director, by email bcolbert@dunelandymca.org or by phone, 219-926-4204, ext. 218.

We look forward to providing your child with a safe and fun summer!

Becca Colbert
Youth Program Director
bcolbert@dunelandymca.org | 219-926-4204, ext. 218

CAMP LOCATION

Duneland Family YMCA, inside Chesterton Middle School
651 Morgan Avenue
Chesterton, IN 46304

WHAT TO BRING TO CAMP

- Backpack (Labeled with Camper's name)
- Swimsuit & towel
- Wet bag for swimsuit & towel
- Sandals/flip flops for the pool only; please dress your child in closed-toe shoes with a back to keep the shoe secure on your child's foot.
- Allergy, NUT FREE cold sack lunch that can remain cold by itself (no heat-ups)
- Check the weekly theme list to see if any special items need to be brought in



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WEEKLY THEMES & FIELD TRIPS

THEME, DATE, & FIELD TRIP	DESCRIPTION
<p>WELCOME TO CAMP Week 1: June 3 - 7 Field Trip: Town Trek Scavenger Quest (walking field trip)</p>	<p>Unplug and connect! Reconnect with old friends this week as well as make new ones. This week, we will be meeting our counselors and getting a taste of Camp Shorwau life! We'll be pitching tents, eating s'mores, and more. It's all about fun & friendship this week!</p>
<p>SAFARI SEASON Week 2: June 10 - 14 Field Trip: Potawatomi Zoo</p>	<p>What are the animals up to? Furry, feathered, and scaly friends! It's fun with animal antics as we try to do what animals do! Would you like to roll in the mud like a pig or lounge like a cat?</p>
<p>Y-TUBE Week 3: June 17 - 21 Field Trip: Stone Lake Beach</p>	<p>Get ready to dive into the exciting world of content creation and digital storytelling. Campers will have the opportunity to explore the fundamentals of video production, content development, and creativity. Join us for a week full of creativity, collaboration, and the exploration of the endless possibilities in the digital realm.</p>
<p>Y-LYMPICS Week 4: June 24 – June 28 Field Trip: Mascot Hall of Fame/ Camp Triangle Hills</p>	<p>A Camp Torch Ceremony will open our Y-lympic week, and we will end with medals! Participate in all of the challenges to earn points for your team to win the ultimate team prize! It may seem easy, but there is always a secret twist!</p>
<p>PARTY IN THE YMCA Week 5: July 1 - 5 Field Trip: Foam Frenzy Fiesta (at camp)</p>	<p>Oh say can you see... another amazing week of summer camp? We will celebrate everything red, white, and blue! This week will be filled with stars and stripes galore!</p>
<p>BIG WAVE SPLASH Week 6: July 8 - 12 Field Trip: Kennedy Water Park/ Merrifield Pool</p>	<p>Join us where the sun is shining, and the water is calling! We promise an unforgettable experience filled with aquatic fun, thrilling activities, and cool vibes. Get ready to make a splash and create lasting memories with friends old and new.</p>
<p>SUPERHEREOS VS. VILLAINS Week 7: July 15 - 19 Field Trip: Emagine Theaters & Dogwood Park</p>	<p>Join us for an action-packed adventure as we delve into the world of heroic deeds and dastardly schemes. Campers will unleash their inner superheroes through exhilarating challenges, team-building activities, and exciting missions. Prepare to embark on an unforgettable journey where heroes rise, villains fall, and the spirit of justice prevails!</p>
<p>ROCKIN' RODEO Week 8: July 22 - 26 Field Trip: Porter County Fair</p>	<p>Saddle up and join us for a thrilling week! From cowboy crafts and rodeo-inspired challenges to line dancing and western-themed team competitions, our campers will experience the thrill of the rodeo in a safe and fun environment. Let's lasso some excitement and create unforgettable memories in this action-packed week.</p>
<p>INVENTION CONVENTION Week 9: July 29 – August 2 Field Trip: Sunset Hill Farm</p>	<p>Explore, experiment, and discover! We've got all the goop, gadgets, and widgets to get hands on with inventing and creating!</p>



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FINAL FAREWELL Week 10: August 5 -9 Field Trip: Sunny Send Off (at camp)	Summer is almost over, BUMMER. Let's celebrate the final days of camp with games, fun, and an end of the year summer party!
BACK TO SCHOOL BASH Week 11: August 12 - 13	Get ready to kick off the new school year with a week filled with fun, friendship, and educational adventures. Let's celebrate the joy of learning and the excitement of a fresh academic journey together in a vibrant and supportive camp environment!

Field Trips may be subject to change

YMCA DAY CAMP PHILOSOPHY & GOALS

Our goal each day is to help campers realize their passions, talents, and potential and to build friendships that demonstrate the role positive relationships can play in the well-being of each camper.

Camp Shorwau is a place to belong. A place where campers feel safe and welcome and can express their individuality. Campers are encouraged to participate in all activities.

The purpose of Camp Shorwau is to provide a fun, loving, and secure environment that meets the needs of each camper. Counselors will work as a team to meet the goals of Camp Shorwau, which are:

- To Teach and model the four Core Values – Responsibility, Respect, Caring, & Honesty.
- To implement activities that teach the Y's 3 focus area – Youth Development, Healthy Living, & Social Responsibility.
- To provide a caring and supportive environment.
- To provide clear and appropriate boundaries.
- To provide activities that encourage each camper to use his/her abilities to their fullest potential.
- To develop a positive attitude and self-esteem in each camper.
- To help campers understand their feelings and express them positively.
- To Make Learning Fun!

MISSION STATEMENT

Camp Shorwau is a legally licensed exempt program under the laws of the State of Indiana. However, Camp Shorwau complies with the State of Indiana rules concerning sanitation and fire safety. Camp Shorwau recognizes the need for patience, care, and development of the whole camper. As well as recognizing and incorporating the YMCA mission of putting Christian principles into practice through programs that build healthy spirit, mind, and body for all.

HOURS OF OPERATION

Camp is open, and care is available during the hours of 6:00 AM to 6:00 PM, Monday through Friday. All campers must be at Camp by 9:00 AM. Camp activities are scheduled between 9:00 AM – 4:00 PM. Field trips may require early drop-off. Please see field trip calendar for more information.



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CAMP FEES

Weekly 4-5 Days	\$170 per week per child
Weekly 2-3 Days	\$140 per week per child
Summer School Weekly M-F (for children attending DSC Summer School ONLY)	\$140 per child
Daily Rate (per day)	\$50 per child
LIT (Leader in Training)	\$125 per week per child

QUICK REMINDERS AND IMPORTANT INFORMATION

- The Duneland Family YMCA is not responsible for lost or stolen items.
- Participants are required to participate in all indoor/outdoor activities.
- A completely disposable lunch is required on field trip days in a plastic bag is preferred.
- Closed-toe shoes MUST always be worn, except at the pool.
- Lotion sunscreen is PREFERRED over spray sunscreen.
- Label every item brought to camp, including the backpack.
- No Electronics are ALLOWED. Please do not send cell phones, iPads, tablets, smart watches, etc.
- Please MAKE sure your camper is there by 9 am and do not pick up your camper until 4pm.
- Special exceptions are made when notified. We do not want them to miss anything; for safety reasons, we need to transition all campers to the proper places.
- Sign-in camper between the hours of 6:00-9:00 am.
- Bring ID to sign out the camper between the hours of 4-6 pm.
- Check the parent information board for upcoming information, reminders, or changes.
- Sign up for a field trip a week in advance.
- Campers must be registered for the next week by at least the Wednesday the week prior by emailing billing@dunelandymca.org
- Scheduling & billing questions are directed to Laura Cooke, Youth Program Business Manager, by email billing@dunelandymca.org
- Swim Monday – Thursday (Some field trips may require swim gear.)

To determine what group your camper will be in, please see the following chart:

Camper Entering Grade in the Upcoming School Year	
Grade 1	Rainbow Trout
Grades 2	Perch



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Grades 3	Blue Gill
Grades 4-5	Sunfish
Grades 6-9	Northern Pike (Leaders in Training Grades 8-9)

Groups may combine in the event there is low attendance

- Camper/Counselor Ratio will be no more than 15 campers to 1 counselor.
- Care is available from 6:00 a.m.-6:00 p.m. All campers must be at camp by 9:00 a.m.
- Camp activities are scheduled between 9:00 a.m.-4:00 p.m. Please call if you are running late in the morning.
- Field trips may require early drop-off. Please see field trip calendar for more information. Pick-up will not be available until 4:00p.m. on field trip days.
- The Duneland Family YMCA accepts campers without regard to race, religion, sex, or national origin.
- The Handbook is part of the enrollment agreement between the Y Camp Shorwau and the parent or guardian of camper(s) enrolled in the program.

ENROLLMENT

ENROLLMENT POLICY

Enrollment is considered individually, according to each camper's needs and Camp's availability.

Prior to the camper's attendance in the program all required pre-enrollment forms must be submitted to the administrative office. The health and safety of all campers in care requires that information regarding each camper be available immediately on a need-to-know basis communicated directly to the Youth Program Director.

Camp welcomes integrated/inclusive for all campers. We believe campers thrive best in the least restrictive environment. Camp admits campers to the extent it is reasonably able to do so and as long as a safe, supportive environment can be provided for all campers. Camp will provide services to campers with disabilities or developmental delays in the same manner as services are provided for same-aged typically developing peers. To help counselors better serve your camper it is essential that all pertinent information about the camper's needs be available to the Youth Program Director from the outset of enrollment and that a continuing bond of mutual partnership exists for the benefit of the camper. Prior written consent by the parent/legal guardian using Camp's "Authorization for Release form" is required for release of information or verbal communication to any other service provider or caregiver.

If it is unclear whether Camp can reasonably accommodate the unique needs of a camper, the Youth Program Director will arrive at a final decision by reviewing the circumstances on a case-by-case basis.

ADMISSION REQUIREMENTS

- > Up-to-date Shot Records
- > Completed Enrollment Paperwork
- > Required age-appropriate forms



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WHEN MY CAMPER(S) IS SICK OR ABSENT, I understand that Camp reserves my camper(s)'s slot every week with my weekly payment. Therefore, Camp Shorwau has a no refund policy except if the camper is hospitalized or a death in the immediate family. If the camper does not attend the weeks that were pre-registered or pre-paid there is no refund nor credit adjustment. This is due to staffing costs and supplies which are pre-planned. Changes to planned enrollment before the weekly draft can be done by contacting the billing department by email, billing@dunelandymca.org by at least Wednesday the week prior. In addition, I understand that I am responsible for medical fees incurred for sickness or accident when my camper(s) is enrolled for care at the program.

CHANGE IN ENROLLMENT STATUS

If your schedule requires a change in the number of days of care, you must notify the administration office in writing by Wednesday the week prior to change by emailing billing@dunelandymca.org.

WITHDRAW

A family that wishes to withdraw their camper(s) from our program must notify the administration office in writing, by Wednesday the week prior to withdraw by emailing billing@dunelandymca.org.

CANCELLATION OF ENROLLMENT

We reserve the right to cancel the enrollment of a camper for the following reasons:

- Non-payment, or habitual late payment of tuition.
- Failure to observe the rules of the program as outlined in this Parent Policy and Procedure Handbook.
- Parent physically or verbally abuses the staff or another camper in the program.
- If a camper does not appear to be benefitting from the program, the director will communicate the concern to the parent and aid in finding a more suitable place of care.

POLICY ABOUT CAMPER(S) LEFT AFTER CAMP CLOSING TIME

Camper(s) are expected to be picked up by closing time. A charge of \$1.00 per 1 minute will be assessed per camper(s) to any family picking up after 6:00 p.m. (closing time).

If contact is not made with the YMCA administration office, and an authorized individual, provided in writing by the parent/legal guardian, does not pick a camper(s) up within 30 minutes after closing time, Children's Protective Services will be contacted for guidance and staff will follow their recommendations.



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PAYMENT

PAYMENT POLICY

At the time of enrollment, you will be required to fill out a payment agreement. Below are our payment policies.

PAYMENT DUE

Payments are to be paid each Monday of the current week of care with our convenient electronic draft system. Please complete the tuition express form and attach a voided check.

Any form of draft payment returned from the bank as unpaid will be subject to a \$10.00 NSF fee. A draft payment that continues to be returned for insufficient funds after the second draft attempt will be assessed an additional \$20.00 late fee for each week past due. If a balance is unpaid after the second week, your camper(s)'s enrollment will be discontinued. Fees past due, as well as legal fees (including court fees and attorney fees), are the parent's responsibility.

Parents who prefer to pay by written check or money order must submit a non-refundable full payment in advance for the whole amount of Summer Camp.

Any paper check payment returned from the bank for insufficient funds will be subject to a \$35.00 NSF fee. If a balance is unpaid after the second week, your camper(s)'s enrollment will be discontinued. Fees past due, as well as legal fees (including court fees and attorney fees), are the parent's responsibility.

SIBLING DISCOUNT

Each additional camper(s) in the same family will receive 10% off the lower weekly tuition rate.

FINANCIAL ASSISTANCE

Anyone is eligible to apply for financial assistance. Awards are made based on demonstrated financial need, based on our guidelines and available funds. Financial assistance is granted for a defined time period, typically 6 – 12 months.

ARRIVAL AND DISMISSAL

Arrival – Upon Arrival campers must be signed in at the sign in/out area.

Departure – Campers must be picked up no later than 6:00 PM. Parents or persons authorized to pick up must provide photo ID to pick up a camper. Our pickup time is from 4:00 PM until 6:00 PM. If you need to pick up your camper at an earlier time, please notify the Youth Program Director.

To ensure safety, campers must stay with their parents during the sign in and sign out process. State regulations require camper(s) are signed in and out from Camp, documenting your name, date, and time, note mom or dad is not acceptable.



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AUTHORIZATION TO PICK UP

Any person other than the parent who picks up your camper(s) must be on the authorized or emergency pick up list. Any person who is not familiar to the staff must provide photo proof of identification (driver's license or other photo ID) before the camper(s) is released. All authorized pickups may be asked to provide an ID at any given time and may be asked more than once during the pick-up process.

➤ UNDER NO CIRCUMSTANCES WILL A CAMPER(S) BE RELEASED TO AN UNAUTHORIZED INDIVIDUAL

Last minute arrangements on the telephone to allow for an unauthorized individual to pickup will not be permitted. Any change of information to your camper(s) account must be done on a "Student Data Change Form." Forms are available from the Camp. The form must be signed and turned into the Youth Program Director.

This Camp prohibits the following on Camp property:

- Smoking
- Weapons
- Use of alcohol
- Use or possession of firearms, unless required as a condition of employment.
- Use or possession of illegal substances or unauthorized potentially toxic substances.

BULLYING

Bullying is not tolerated at The Duneland Family YMCA, Camp Shorwau. Bullying is the nation's growing trend of peer-on-peer abuse. Camp Staff are trained on preventing, recognizing, and dealing with this behavior; but we also need help from the parents to assist us in addressing these situations. Encourage your camper to speak up and tell camp staff if they are being bullied or witness bullying. Some campers may wait until they get home and tell parents. If this happens, please call or email the Program Director, to let us know immediately so we can resolve the situation promptly. Camp Shorwau wants campers to have a positive experience at camp. This unacceptable behavior will not be tolerated and will be dealt with appropriately.

CHILD ABUSE PREVENTION PARENT STATEMENT OF UNDERSTANDING

The safety and well-being of campers enrolled in our Camp always have been and always will be a top priority of the Duneland Family YMCA. We take our responsibility to campers and their families very seriously.

We have a series of measures in place to keep our kids safe. Some of the measures include:

- We conduct State and National criminal background checks, and sex offender registry checks on all staff and volunteers before hiring.
- We require all staff and volunteers to complete training on recognizing and preventing abuse, and Indiana law (IC 31-33-5-1), mandatory reporting.
- We prohibit staff and volunteers from being alone with a camper where they cannot be observed by others.



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- We restrict staff and volunteer contact with Camp participants outside of YMCA programs on social media and all other forms of electronic communication.
 - We educate parents on how to recognize and prevent abuse.
 - We report any allegations or suspicions of abuse to law enforcement.
-
- I understand that YMCA staff and volunteers are not allowed to baby-sit or transport campers at any time outside the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation is discovered.
 - I understand that any person bringing or picking up my camper(s) shall be responsible to notify a staff member of the camper(s) arrival or departure and that the person shall sign the camper(s) in and out by name and time of arrival or departure.
 - I understand that camper(s) should not receive excessive gifts (e.g., TV, video games, jewelry) from staff or volunteers, and that I should report this to the Camp Director if they do.
 - I understand that my camper(s) will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my camper(s) including older siblings or relatives must be done at the time of registration or in writing using a Student Data Change Form. Last minute arrangements for an unauthorized individual will not be accepted by calling the Camp office.
 - I understand that should a person arrive to pick up my camper who appears to be under the influence of drugs or alcohol, for the camper's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they must make this judgment call.
 - I understand that I can help ensure my camper's safety by taking an active interest in his or her YMCA experience. I too will monitor volunteer and staff interactions with my camper and ask my camper specific questions about program activities and volunteer or staff relationships with my camper.
 - I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

CHRISTIAN ACTIVITIES

The Duneland Family YMCA is a Christian organization that teaches and models the four-core values of Responsibility, Respect, Caring, and Honesty to every participant. We do believe in a fifth core value, Faith. We do not discriminate against other religions; everyone is welcome.

CLOSING DUE TO INCLEMENT WEATHER OR EMERGENCY

Camp opens at 6:00 AM unless otherwise posted on www.dunelandymca.org, Facebook, or www.cancellations.com. In the event of an emergency closure, parents will be contacted and expected to pick their camper(s) up within an hour of contact.



CLOTHING REQUIREMENTS ALL AGE GROUPS

Please dress your camper(s) in play clothes each day. Campers must have tennis shoes every day. Flip-flops are not allowed except around the pool. Dress your camper(s) appropriately for the weather. All camper(s) in attendance must go outside. It is recommended extra clothes labeled with your camper's name be provided in the event their clothes get dirty, wet, or muddy.

We recommend the following:

- Lotion type Sunscreen
- A hat, water bottle, swimsuit, towel
- Change of summer clothes

Skirts and Dresses

- It is recommended campers wear shorts or pants underneath their skirts and dresses.

CONFIDENTIALITY AGREEMENT DISCLOSURE OF RECORDS

All information pertaining to the admission, health, family, or discharge of a camper and each personnel record is confidential. Any persons involved with the program will keep said records confidential. The program may release the camper's records to the parent/guardian of the camper in question. The program may release records to the following:

- Persons authorized by the Division of Family and Children
- Child Protective Services
- Other agencies authorized by law

The director will determine the limits for sharing confidential information. The program will always maintain the confidentiality of all information obtained regarding a camper's suspected abuse or neglect.

CONTROL OF COMMUNICABLE DISEASES

Our program makes every effort to control the spread of communicable diseases and has established health policies and precautions to assist us. We encourage the campers to wash their hands upon arrival to the Camp, before meals, after using the toilet, when coming in from outside, and after sneezing.

Counselors and other persons with an illness in a communicable stage will not be permitted to have contact with the other campers in the Camp. Whenever exposure to a disease occurs in the Camp, a sign will be posted at the sign in/out area. Information about the communicable disease will be sent home with campers exposed.

When a camper is suspected of having a communicable disease, a staff member will notify the parents for immediate pick up within one hour of the phone call. The camper will be excluded from the group and remain in the administration office until pick up. Prompt notice of the exposure will be given to parents and counselors who have been in contact with the camper. When a camper is known to have a communicable disease, he or she will be excluded from the program for the prescribed amount of time on the communicable disease chart. A camper returning to the program must be physically able to participate in all activities and have a doctor's note releasing the camper to participate. For the health and safety of the other campers and

counselors, please contact us if you are made aware that your camper has or has had a communicable disease so that we may alert the other families of the campers exposed in the Camp.

COUNSELOR STAFF

Our program strives to provide campers with the same consistent high-quality counselors daily, we strive to limit disruptions to their routine. In the event a counselor is absent for the day, a qualified trained individual will be put in their place.

CUSTODY ARRANGEMENTS

If a court order exists preventing an individual from having contact with a camper, Camp will comply with the order. A copy of the court order will be kept in the camper's file. The Duneland Family YMCA will not involve themselves in any custody conflicts. Please speak to the Program Director if you have any questions or paperwork that needs to be submitted.

DUNELAND FAMILY YMCA CODE OF CONDUCT FOR MEMBERS AND ANY PROGRAMS INVOLVING CHILDREN

Our YMCA has many policies including our code of conduct to ensure the safety of members and children that use our facility or enroll in our programs. We encourage you to report to the appropriate department management personnel any behavior that is outside of our normal guidelines so we may intervene at the earliest stage and provide support to any child or family that has been adversely affected by any behavior. If you feel uncomfortable reporting behavior to the appropriate department management personnel, please feel free to contact either Shannon Spratley, COO sspratley@dunelandymca.org or David Kasarda, CEO dkasarda@dunelandymca.org directly.

EMERGENCY PROCEDURES AND ACCIDENTS

Indiana State law requires that all counselors be certified in Pediatric CPR, AED, First Aid and Universal Precautions. Our counselors are trained upon hire and annually after. There is always at least one trained staff member available in each camp group during hours of operation. First aid supplies are always available. Staff will administer first aid for minor accidents such as cuts, scrapes, bloody noses, bumps, etc. Scrapes and cuts are washed with soap and water and bandaged. If further attention is required, a parent or guardian will be contacted. Emergency contact information for each camper is maintained in the administration office. It is the parent's responsibility to periodically update their camper(s) information. If you will be unreachable for a day, please provide us with a list of preferred authorized alternative contacts for the day. Should serious injury or a medical emergency occur involving your camper(s), parents are contacted first, then emergency contacts in the order they are listed in your camper's file. At the same time, another staff member will contact 9-1-1 for assistance if the severity of the injury requires such action. A staff person who is familiar with your camper will accompany him or her to the hospital. Parents are responsible for all billed charges not covered by their private insurance.



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FIELD TRIPS

We have field trips scheduled throughout the summer. There will be at least one field trip each week unless there is inclement weather. Campers must arrive by the scheduled time on field trip days. You can find these scheduled arrival times on the parent information board. Camp will return at 4pm. If you wish to volunteer to chaperone one of our field trips, background checks must be completed and returned to the Y by the State of IN before you will be permitted to attend. Campers are NOT guaranteed time to spend money on the field trips. When the campers go on field trips, they are required to wear the designated camp T-Shirt, so everyone can be located easily. If a camper loses their camp shirt you can buy a replacement for \$15 if replacements are available. If field trips interfere with summer school or specialty camp, one staff will stay behind for campers unable to attend. This will ONLY occur during summer school and specialty camp weeks.

FIRE, SEVERE WEATHER, AND SHELTER IN PLACE DRILLS

In accordance with the State of Indiana, we conduct monthly fire and seasonal severe weather drills. We participate in the periodic Shelter in Place drills where the campers are expected to sit quietly in their darkened classrooms until given the “all clear” signal. The staff are trained on Camp Procedures annually and upon hire. Periodic spot checks are conducted by trained members of the YMCA program team. Each area and classroom within Camp have an emergency procedures flip chart and exit maps/instructions posted.

➤ EMERGENCY PLAN

- FIRE: Staff will calmly escort camper(s) out the nearest exit to the area the campers are occupying. Camp meets in the East parking lot closest to the courts. Each group holds up a green paper to signal they are all safe and accounted for. If the building is not safe to reenter the director or designated individual will contact parents with pick up instructions.
- STORMS/SEVERE WEATHER: Staff will escort campers to the restrooms until the all clear is given. If the building sustains damage and can't be occupied the director or designated individual will contact parents with pick up instructions.
- SHELTER IN PLACE: Staff will lock the door, move campers to a safe place in the room, turn off lights, silence cell phones (set to vibrate only), and close the blinds/curtains. Staff will keep campers calm and quiet until they are given the all clear.

FOOD POLICY

All parents are asked to provide HEALTHY items for their camper's lunch. We do advise against soda pop or large sugary items (ex. Donuts, Little Debbie snacks candy) in the program so please try not to send these items to camp. A small breakfast is served to those that arrive before 7:15 am, snacks are served at 2pm & 4pm. The breakfast and snack schedule are posted with the parent information board. Please check the schedule with your camper. Campers will be allowed to bring an alternative snack if the provided snacks are not to their liking.

The Duneland Family YMCA does not provide a lunch for campers. If a parent forgets to provide a lunch they will be called and given a chance to provide one by lunch time. If we are required to provide a lunch, there will

be a \$5.00 charge. Lunch boxes must be kept in camper's designated area or backpack. LUNCH BOXES ARE NOT ALLOWED ON FIELD TRIP DAYS. Plastic grocery bags are preferred.

➤ FOOD ALLERGIES

All food allergies must be documented in your camper's file. If specific directions are required due to allergies, please provide the instructions in writing for our records from your physician. Please be sure to submit a doctor's note with any medical procedures that need to be followed such as administering Benadryl or Epi-Pens.

HOLIDAYS

Camp will be closed on Independence Day. Parents need to make alternative arrangements for that holiday. We reserve the right to close any day before or after a holiday if we do not have a sufficient number of campers in attendance for the day.

ILLNESS AND INJURY

When a camper becomes ill, he or she will be taken to the director's office and excluded from the group. The parent of the sick camper will be contacted and required to pick up the camper within an hour, this policy follows State requirements. Campers are very susceptible to illness and disease. Therefore, in order to keep the campers and counselors healthy, parents must find alternative care when their camper is ill. If your camper shows the following symptoms, please keep him or her home until they are symptom/fever free for 24 hours:

- Excessive Coughing
- Fever Exceeding 100.3° F
- Rash
- Diarrhea
- Red/Watery Eyes
- Vomiting

We reserve the right to send a camper home if he or she is not able to participate in the program's activities due to not feeling well for any of the above symptoms. Any camper who is sent home may not return to the Camp for 24 hours from the time of pickup, unless there is written documentation from a doctor stating that the camper is well, not contagious, or the parent has approval from the Camp Director.

If your camper is injured while participating in the program, the staff will fill out an accident report to inform you of the injury. All head injuries will be reported to the parent by phone call.

KONA ICE

All campers will have the option to receive Kona Ice weekly. There is no additional cost for Kona Ice. If you wish for your camper to receive Sugar Free Kona Ice, please be sure to choose the Sugar Free option on the enrollment packet paperwork.

MEDICATION

Administering medication can only be done with a written physician order or prescription from a physician. Medications prescribed for a camper must be kept in the original container bearing the original prescription



label showing the prescription number, date filled, physician's name, directions for use, and the camper's name. Medications must be brought to and from Camp each day and kept in the administration office. Refrigerated medications will be kept in a sealed container labeled medication in the administration office, emergency medications will be kept with the counselor during the time a camper is in attendance.

Please consider that if your camper is currently taking medication for behavior modification during the school year, that they are not taken off their medication during the summer. Medication consistency helps avoid behavior issues. Also, consider that many medications need time to build up in your system to work, and after an extended absence, the body will have to start over again.

OPEN DOOR POLICY

Camp Shorwau offers an Open-Door Policy. An open-door policy allows parents to visit their camper(s) in our Camp any time they wish. We do ask parents who plan to visit their camper(s) frequently to follow the Camp's routine, to avoid disturbing schedules and activities.

PARENT NOTICE OF DISCIPLINE/GUIDANCE POLICY

It is very important a camper's development is nurtured through caring, patience, and understanding. However, while caring for your camper(s), we may have to respond to your camper's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another camper or counselors are not permitted.

In response to these behaviors, we will not use:

- threats or bribes
- physical punishment, even if requested by the parent
- deprive your camper of food or other basic needs
- utilize food as a reward
- humiliation or isolation
- use the word bad, or while redirecting, ex. "you are making bad choices." We will use "you are making poor or sad choices."

In response to misbehavior, we will:

- respect your camper
- establish clear rules
- be consistent in enforcing rules
- use positive language to explain desired behavior
- speak calmly while bending down to your camper's eye level
- give clear choices
- redirect your camper to a new activity
- We do not choose time-out for any camper. We may move your camper to an area for to allow them to self-regulate and work through an issue with a teacher.

If a camper's behavior is very disruptive or harmful to himself or others, a confidential meeting will be scheduled with the parents. The meeting will result in a behavior modification plan. If the situation can be resolved, the camper may remain enrolled. If we are unable to resolve the issue, you may be asked to make other arrangements or referred to an outside agency for professional assistance (refer to the Suspension and Expulsion Policy).

As a parent, you may have some concerns or wish to offer suggestions. Parents are more than welcome to make suggestions (in writing) and we will be happy to attempt to implement the suggestions if they are within the guidelines of this policy and do not require more than reasonable amount of one-on-one time.

Note: Our program serves campers of all abilities, ages 1st grade and up, discipline/guidance techniques will be modified as needed using developmentally age-appropriate communications according to each camper's needs/ability.

PERSONAL BELONGINGS

All personal belongings (including backpacks, shoes, etc.) NEED to be marked with camper's first initial and last name. Campers must keep their personal belongings with them in the backpack. We have designated areas for camper's belongings; however, things do get misplaced. If things are misplaced, the Duneland Family YMCA is NOT responsible for any camper's lost or stolen items including lunch boxes and lunch/drink containers. Any items left behind will be placed in the lost and found. The lost and found box is emptied weekly and all left over items are donated to the resale shop.

Camp Shorwau provides various activities for campers, items from home are not permitted, unless specifically asked for by the Program Director. Please do not allow your camper to bring any items unless you have been notified by staff. Please do not allow campers to bring any fragile, expensive, or sentimental items to camp. Guns, knives, swords, or any other items that display violence are not allowed at any time. NO ELECTRONIC FORMS OF ENTERTAINMENT ARE PERMITTED; this includes but not limited to; cell phones, iPod, video games, smart watches, etc.

POLICY ON ALCOHOL, TOBACCO, FIREARMS, ILLEGAL SUBSTANCES

The use of tobacco, and use or possession of alcohol, illegal substances and firearms is prohibited.

RELEASE OF A CAMPER(S) TO AN INTOXICATED OR IMPAIRED INDIVIDUAL

The YMCA follows the following policy if the person who is picking up your camper(s) appears to be under the influence of drugs or alcohol:

The person is an authorized pick up, but not a custodial parent; the camper(s) will not be released. The parent will be contacted and asked to make other arrangements for the pickup of the camper(s). If a parent is not available, an emergency contact will be notified.

The person picking up is a parent, the YMCA cannot legally deny the release of the camper(s). The parent will be first asked to make other pickup arrangements of the camper(s). If the parent refuses, and insists on removing the camper(s), the Camp staff will report the incident to the local police agency, for the camper(s) safety.



SAFE CONDITIONS POLICY

The following steps will be taken to ensure that your camper is safe while at Camp.

Campers will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen and negative TB test, CPR and First Aid and have completed all required trainings). Camp will take the following steps to maintain the safety of the campers:

- (1) All campers will be counted (face to name) before leaving, while traveling and when arriving at destination, with continued follow up to ensure all are always accounted for.
- (2) Campers and staff will participate in monthly fire drills, quarterly shelter in place drills and seasonal tornado drills, a minimum of two times per year.
- (3) Campers will always be actively supervised within state required staff to camper ratios within sight and sound.

Our Camp will not care for campers in areas that are being remodeled, repaired, or painted. The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances. The director and staff will take the following steps to maintain the Camp:

- (1) Is cleaned/sanitized daily.
- (2) always keep the Camp in a sanitary condition.
- (3) Sanitize toys, furniture, and other equipment used by campers, weekly and when they become soiled or contaminated.
- (4) Wash all soiled items prior to sanitization.

SIGNIFICANT OCCURRENCES OR PROBLEMS

You will be notified of any significant occurrences or problems, which affect your camper, including exposure to communicable diseases. Likewise, we ask that you discuss with the Youth Program Director any changes or concerns that occur at home that may affect his/her performance at Camp.

SUNSCREEN POLICY

Camp Shorwau will participate in outdoor and indoor activities throughout the summer. Camp Shorwau will provide sunscreen for campers with permission from parents or guardians. Staff and campers are instructed to apply sunscreen frequently. Camp Shorwau staff are available to assist each camper that may be unable to personally apply sunscreen, the staff will apply sunscreen on exposed skin, such as, face, shoulders, back, legs, and feet. Campers will be asked to assist in the applying of sunscreen throughout the day, with the supervision of a staff member. If you choose to supply your own sunscreen, the bottle needs to be placed in a Ziplock bag labeled with camper's first and last name. Personal sunscreen will be kept in camper's own backpack. Lotion is preferred to spray sunscreen.

SUSPENSION AND EXPULSION POLICY

The YMCA counselors provide environments that support Developmentally Appropriate Practices at each stage of a camper's development. The YMCA strives to engage with each camper and promote their development, positive social emotional growth, as well as age-appropriate positive behavior development. This policy outlines the procedures we take to limit the use of expulsion, suspension from our programs.

Each program provides a lesson plan that outlines the weeks activities and provides opportunity for counselors to be flexible. Plentiful materials are provided to limit struggles over materials. Counselors create a program that reflects the diversity of the community and involves each campers' home culture and language. The program provides opportunities for large group activities and small group activities.

Counselors strive to create a sense of community with their groups. They engage campers in cooperative experiences as well as experiences that demonstrate that each member of the group is valued. Opportunities are provided for campers to play and work together, both in groups and on their own. A space is provided for campers to be by themselves, opportunities for campers to choose their activity are provided daily. Counselors support campers as they develop problem solving skills by using group activities as an opportunity to discuss problems and emotions, campers can support each other and manage through these issues.

Counselors work to actively create a positive relationship with each family, communicating regularly through daily written reports, Accident/Injury Reports, Corrective Action Reports, email, or verbally upon drop off/pick up. The program utilizes annual program surveys to assess the effectiveness of the program on several levels. Parents are always welcome in the program. The program will engage parents to work together, making decisions about how best to support camper's learning and development, and how to handle behavior problems in the program. Counselors will respect parent's goals and expectations for their camper, and respect parent's personal and cultural preferences.

In addition to CPR, first aid, child abuse prevention, counselors are supported through professional development annually. Counselors achieve over 20 hours of in-service training in the areas of Developmentally Appropriate Practice, curriculum, positive management and discipline, camper development, and health, nutrition, sanitation, and safety.

When behavioral issues or indicators of delayed development interfere with the learning environment the program may engage our local Child Care Resource and Referral Agency for support, professional development, or coaching on positive social/emotional and behavioral development to ensure camper's developmental needs are being met. Other resources our organization may use to support the counselor and family include, but are not limited to:

- Kidworks
- Life Strategies
- Therapy Services
- Behavioral Specialist of Indiana
- Ruby Slippers Counseling Services
- Porter Starke Services
- Camper's physician

Counselors will document incidences on a Corrective Action Form, parents and counselors sign the form and a copy is kept in the camper's file. Other forms of documentation may include a daily journal for a camper, individualized behavior chart, or written notes from a meeting or conference. All forms of communication are collected and analyzed before suspension or expulsion occur. A parent conference will be scheduled to determine the best course of action for the camper. At this meeting, a timeline and goals will be set to correct the actions or behaviors demonstrated in the learning environment. Counselors and parents will work together to create a documented action plan, monitor the plan, and regroup to discuss improvements. If incidences continue that pose a safety threat that can't be addressed with reasonable modification or disruption to the Camp environment on a level that requires more than a reasonable amount of one-on-one time, a camper may be suspended or expelled from the program.

TRANSPORTATION SAFETY POLICY

Weekly we take field trips. Campers will be transported to/from the Camp for field trips in a YMCA bus that is equipped with seat belts or by a contracted bus transportation service. We will only transport campers if we have a permission slip signed by a parent or guardian on file.

Please note adults are welcome to chaperone trips. Adults must have a current Indiana criminal background check on file prior to chaperoning a field trip. Camper/staff ratios will be maintained always, campers will not be left unattended, out of sight or sound. Upon returning from each trip, the bus will be inspected to ensure that no campers are still on board. Camper(s) will always be restrained in proper seats and seat belts if bus is equipped with them. We have insurance that covers transportation of camper(s) for our childcare business. All vehicles used for transportation will be maintained in a safe condition.

The Camp will take the following steps to maintain safety for field trips:

- 1) Will ensure licensing of vehicles and drivers.
- 2) Maintain camper/staff ratio during transport.
- 3) Provide a first aid kit, emergency ID/contact information for all passengers, pertinent health information for passengers, and a cell phone.
- 4) Make backup arrangement for emergencies.
- 5) Plan drop-off and pick-up plans
- 6) Provide procedures to ensure that no camper is left in the vehicle upon arrival and upon end of the trip or left unsupervised outside or inside the vehicle during loading and unloading the vehicle.

VOLUNTEERING

We urge you to volunteer in whatever capacity you feel is appropriate for you. Volunteer possibilities include helping with field trips, sharing special activities, and collecting resources. Inquire with the Youth Program Director if you are interested in volunteering in any of our programs. Background checks will be required for all volunteers.