



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Summer Camp Parent Handbook 2021





Dear Parents,

Welcome to The Westfield Area YMCA Summer Camp 2021. Thank you for choosing the Westfield Area YMCA for your child's summer experience. Our goal is to make this summer fun, exciting and safe for you and your child. We anxiously anticipate many days full of laughter, sunshine, and growth.

The YMCA began camping 125 years ago. With that deep history, feedback from past participants and a commitment to constant improvement, our Y has the knowledge and the resources to deliver the best camping experience possible. We are proud to say that the YMCA is a leader in keeping kids safe.

With effective cooperation and communication, we believe this summer can be a time of rejuvenation and excitement. Please take the time

to read through parent handbook, as it will provide you with valuable information regarding policies, payments, drop-off and pick-up locations and more to help make this summer enjoyable for all.

Please note that if Covid-19 regulations are still in place for summer 2021, the Westfield Area Y and its camp program will follow all CDC and Health Department guidelines.

Should you have any questions please feel free to contact any of us.

Sincerely,  
The Westfield Area YMCA Camp Staff

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The information in this Parent Handbook is provided for your reference throughout the summer.

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## GENERAL INFORMATION

### Office Staff & Hours

Camp Office Hours: 8:30am-4:30pm  
Camp Office Phone Numbers: 908-301-9622 405  
908-317-9914 (FAX)

### The office is staffed by:

Carolyn Bartolick Director of School Age Child Care  
[cwhite@westfieldynj.org](mailto:cwhite@westfieldynj.org)  
(908) 301-9622 ext. 248

Melinda McHale Associate Director of School Age Child Care and Camp  
[mmchale@westfieldynj.org](mailto:mmchale@westfieldynj.org)  
(908) 301-9622 ext. 273

Shannon Jackson Garwood Family Center Y Director  
[smcquillis@westfieldynj.org](mailto:smcquillis@westfieldynj.org)  
(908) 301-9622 ext. 610

Peggie Lobue Camp Administrators  
[camp@westfieldynj.org](mailto:camp@westfieldynj.org)  
(908) 233-2700 ext. 422

Kim Naclerio Billing / Registrar (off site)  
[knaclerio@westfieldynj.org](mailto:knaclerio@westfieldynj.org)  
(908) 233-2700 ext. 126

Susan Morton Vice President of Operations  
[smorton@westfieldynj.org](mailto:smorton@westfieldynj.org)  
(908) 233-2700 ext. 228

## **Westfield Area Y Mission**

The Westfield Area YMCA is a nonprofit human service organization dedicated to developing the full potential of every individual and family in the communities it serves through programs that build healthy spirit, mind, and body for all.

## **Goals & Objectives**

The goal of the Westfield Area YMCA Day camp program is to provide positive and enriching experiences that help children between the ages of 3 and 15 grow physically, mentally and spiritually. To teach the Character Development values of Caring, Honesty, Respect and Responsibility through values based programming, personal interaction and personal example.

This experience is grounded in a set of seven objectives that the YMCA has for all program participants:

Grow personally.

Learn values.

Improve personal and family relationships.

Appreciate diversity.

Become better leaders and supporters.

Develop specific skills.

Have fun.

What follows is an elaboration on these seven objectives and how we help campers achieve them today through day camp.

### **Grow Personally**

Day camps build self-confidence and self-reliance. Youth who are involved in day camps gain a greater sense of their own worth. They learn to treat themselves and others with respect. High self-esteem helps people of all ages to build strong, healthy relationships and overcome obstacles in life so that they can reach their full potential.

### **Learn Values**

Day camps develop moral and ethical behavior based on Christian principles. The YMCA has been helping people develop values since its founding in 1844. Begun originally to guide men and boys coming to London from the country on a moral path, the Y has evolved into an inclusive organization that helps men and women and boys and girls of all faiths develop values and behavior that are consistent with Judeo-Christian principles. The Y believes the four core values of honesty, respect, responsibility, and caring are essential for character development. In day camp, young people learn to define and demonstrate the four core values in everything they say and do.

### **Improve Personal and Family Relationships**

Participants in day camps learn to care for and communicate and cooperate with their families and friends. Day camps embrace families of all kinds and are flexible in responding to their needs. Not only do day camps support families by giving their children a safe place to learn, but Y staff are increasingly being trained to help families in need or in crisis to find other community supports that can help. Day camp staffers plan programs and events with today's busy families in mind. Families can also get involved in helping plan and run Y family activities and events. The idea is to develop programs with families, not just for them.

### **Appreciate Diversity**

Day camps teach campers to respect people of different ages, abilities, incomes, races, religions, cultures and beliefs. Day camps must assess the families they serve to see whether they reflect the diversity of their communities. Diversity is a source of strength. The Y fosters an environment where everyone is treated with respect and is able to contribute to the larger community. Diversity should be celebrated, not merely tolerated. Indeed, helping youths strengthen their ability to get along with others is a critical component of leadership development in today's diverse society and global economy.

## Become Better Leaders and Supporters

Campers and staff learn the give-and-take necessary to work toward the common good. Volunteers are the essence of the Y, and today we have a renewed emphasis on providing meaningful volunteer opportunities for all kinds of people, especially youth and families. Whether it's through a service-learning project for day campers (for example, youth making toys for low-income kids or cleaning up a river) or by asking more parents to take part as volunteers, people are being encouraged to move from program participation to deeper levels of involvement, including volunteer leadership. Volunteering will enrich their lives, their Ys and their communities.

## Develop Specific Skills

Diverse activities help campers acquire new knowledge and ways to grow in spirit, mind and body. Day camps help youth succeed in their daily lives through programs that build self-reliance, practical skills and good values. This might mean learning to swim, to build a fire, to get along with others, to use a computer or to speak a foreign language.

## Have Fun

Life should be enjoyable. Fun and humor are essential qualities of day camping and contribute to young people feeling good about themselves and about others.

## CAMP PROGRAMS

Camp	Drop-Off	Pick-up
Before Care, After Care Blue Sky Day Camp	At camp specific location Roosevelt School	At camp specific location Main Y Facility
Counselors in Training Discovery Day Camp Explorer Leaders in Training Sunshine Camp Art/ Science STEAM Camps Puddle Jumpers Little Explorer All Sports Basketball Frisbee	Bauer Branch Main Branch Garwood Family Center Y Bauer Branch Bauer Branch Main Y Facility Main Y Facility Lincoln School (Westfield) Garwood Family Center Y Main Y Facility Main Y Facility Elm Street Field	Bauer Branch Main Branch Garwood Family Center Y Bauer Branch Bauer Branch Main Y Facility Main Y Facility Lincoln School ( Westfield) Garwood Family Center Y Main Y Facility Main Y Facility Elm Street Field

### Locations

Bauer Branch	422 East Broad St. Westfield, NJ 07090
Main Y Facility	220 Clark St. Westfield, NJ 07090
Garwood Family Center Y	500 East St. Garwood, NJ 07027
Lincoln School Westfield	728 Westfield Ave Westfield, NJ 07090
Roosevelt School	301 Clark Street Westfield, NJ 07090
Elm Street Field	219 Elm Street Westfield, NJ 07090

## Character Counts

The Westfield Area YMCA participates in the YMCA Character Counts Initiative: Honesty, Responsibility, Caring and Respect. Through their experiences, even young children can become aware of the importance of positive values. Our daily activities provide many opportunities to promote healthy character development. In the year to come, our staff will be emphasizing the traits of honesty, responsibility, caring and respect. Encouraging and reinforcing behaviors that demonstrate these concepts is an important part of the process.

## PROMOTING HEALTHY LIFESTYLES

### Lunch

Campers should bring a non-perishable lunch every day. Please make lunches as healthy as possible. When packing lunches please remember that we are a peanut and tree nut free environment (this includes sesame seeds). Candy, gum, soda or any other highly sugared foods are not recommended. No glass containers and please make sure you label your child's lunch box and all reusable containers.

In case of severe allergies, certain food items may be restricted from your child's camp group. If this should apply to your child's group, you will be notified in advance.

Parents should pack a ready-to-eat meal. An ice pack should be placed in the bag to keep food cold or hot food should be placed in a thermos. Parents must pack forks, spoons or straws.

- Staff must wear gloves when handling food and when touching food contact surfaces.
- Children will eat all meals and snacks in their classroom or area where groups are regularly situated to avoid congregating in large groups.

### What to Pack

When packing lunches keep the Food Guide Plate in mind. Pack foods from at least four of the five food groups.

#### *Bread, Cereal, Rice, and Pasta Group*

- Bread, whole wheat, rye, raisin
- Pita                      • Tortilla
- Bagel                    • Rolls                    • English muffin

#### *Vegetables*

- Cucumber spears                      • Cauliflower
- Green beans                              • Broccoli
- Cherry tomatoes (cut in halves)

#### *Fruits*

- Melon cubes, orange wedges, kiwi slices, pineapple cubes
- Bananas \* Applesauce
- Single serving size canned fruit
- Single serving fruit juice
- Dried fruit, raisins, apricots

#### *Meat, Poultry, Fish, Eggs, Dried Beans* Lean meat

- Hard cooked eggs
- Chicken drumstick
- Soup
- Leftover casserole



### *Milk, Yogurt and Cheese*

- Cheese cubes, String cheese
- Yogurt
- Cottage cheese
- Single serving pudding

### *Dessert or Snack (optional)*

- Pretzels
- Cereal
- Granola bar
- Muffins

## **Keeping Lunch Safe**

- Lunch boxes and containers used for packing food should be washed each day in hot soapy water.
- If paper bags are used, a new one should be used each day - do not use the same paper bag two days in a row.
- To keep a lunch cold until time to eat, freeze a juice container, and/or use a small commercial freezer pack.
- Be sure to wrap the sandwich well in plastic wrap, aluminum foil or a plastic sandwich bag.
- If you will be packing soups, invest in a small thermos to keep it hot and safe.
- **Please do not pack any tree nut or peanut products, (including sesame seeds).**

## **Snacks**

Each child enrolled in aftercare will receive a healthy snack daily. If your child has food allergies please make sure that you let the Director know. Snacks change weekly. Please feel free to send in extra snacks if your child tends to be a picky eater.

## **Diverse Families**

The Westfield Area YMCA Camp department works with diverse families. The staff understands the importance of making all families feel at home in our program. The staff is sensitive to all family compositions as well as cultural differences. Please see the director if there is any way we may assist your child, you and your family in making your families involvement within our program more fulfilling. This includes providing materials in native languages and/or referrals to community as well educational resources.

## **POLICIES AND PROCEDURES**

### **REGISTRATION**

Registration begins January 2. We recommend that you register early as many camps fill quickly. (this includes before care and after care). Current members may register online at [www.westfieldynj.org](http://www.westfieldynj.org). In-person registration is available at the Main Y Welcome Center. The following is required at registration:

- Active membership for camper (unless available to non-member)
- Deposits (or full payment after the due dates below)
- Completed registration form

**DEPOSITS AND PAYMENTS** Camp deposits are \$100 per session. Deposits are not required to be placed on a wait list. Final camp balances are automatically charged to the credit card provided at registration on May 10 (for weeks 1-4) and June 10 (for weeks 5-9)

Please note: unless arrangements are made in advance to pay by cash, check or another credit card, your card on file will be charged the balance.

Unpaid balances after the due date are considered a cancellation—the deposit is forfeited and the registration is cancelled.

### **CHANGES OR CANCELLATIONS**

**Changes and cancellations must be made in writing and handed in person to the Welcome Center. There are no Y credits or refunds for deposits or membership fees. Y credits expire one year from date of issue. All refunds will be charged a 5% cancellation fee.**

Changes are permitted, if available, up to two weeks prior to session without a change fee. A change within two weeks of a camp start date has a \$25 fee.

#### **Cancellations:**

- Before February 15: Receive a refund minus 5% cancellation fee or Y credit for total amount paid.
- February 15–April 1: Receive a refund minus \$100 per week deposit (if paid-in-full, \$100 per week is considered deposit) and 5% cancellation fee. Or, receive a Y credit minus \$100 per week deposit.
- After April 1: No refunds or credits

#### **Waiting List**

Once programs are filled, a waiting list will be established. Families will be contacted in the order that they were placed on the waitlist.

#### **Cancellations, Credits and Changes**

All paid Camp Program fees are Non-Refundable, Non-transferable and no credits will be given after April 1, 2021.

#### **Confidentiality**

It is the Westfield Area YMCA Camp policy that any information regarding a child, a child's family, or other matters discussed with the Director and staff will be held in the strictest confidence. Each child's file which includes personal information given at time of registration, written correspondence to and from guardian, classroom observations and assessments are kept within the child's file. These files are strictly confidential.

#### **Camper Absences & Attendance**

If your camper will not be attending camp on a particular day, please e-mail your session's camp director by 9:30am and indicate why they will not be attending camp. **No make-up days, credits or refunds will be given for missed days. No exceptions.** Every camper must be signed in or initialed in by their parent/guardian. We do not assume responsibility for a camper until they have been signed in. The attendance of campers will be taken at the beginning of each day.

#### **Open Door Policy**

The Westfield Area YMCA believes that parent involvement is necessary to the success of our programs and we hope to have an open door policy in place by summer camp. However, currently due to the Health Department's guidelines parents or guardians will not have access to inside the building, if this changes by summer camp we will update our policy.

## Drop Off and Pick Up

Drop off and pick up times will vary according to the programs your child(ren) participate(s) in. It is important that campers are dropped off on time each day. Drop-off will take place outside of the building at a designated area based on the camp you have registered for. If Covid-19 screening policies are still in place at time of camp then children and staff will be screened for COVID-19 symptoms prior to entry. Screening includes temperature checks (may not exceed 100.4 degrees F), a symptom questionnaire, and handwashing/hand sanitizing upon entering the camp/facility. Parents and campers will be asked to wear masks during drop off time.

\* If your child is registered for LIT/CIT a parent/guardian can sign off on a permission form allowing your child to walk home after camp ends but all campers must be signed in by a parent or guardian each morning.

- **If your child is picked up after the end of the scheduled camp time or later than the additional time paid for (after care) you will be charged a fee of \$25.00 for every 15 minutes, or part of, per child. These payments will be collected at the time you pick up your child.**

In the event it becomes a regular occurrence that your child is being picked up late, it will be recommended you sign up for after care. If a camper has not been picked up within 25 minutes of dismissal, an emergency contact person will be contacted and asked to pick up the child.

## Early Pick Up

If your camper is going to be picked up early, we must have a written note from the parent or guardian stating what time, who will be picking up and where they will be picked up. Once your child is signed out for the day they are not permitted to return to camp.

## Release of Campers

Each camper must be signed in and out by a parent or guardian every day. No child will be released to anyone other than the designated person(s). If your camper is to go home with another camper's parent, an authorization pickup form (available on our website at [www.westfieldynj.org](http://www.westfieldynj.org)) must be completed and turned into the camp director. Written authorization may be given for teen campers to sign themselves out. For your campers safety all persons picking up a child will be asked for picture ID.

## Walk Home

Many of our parents choose for their older campers (LIT/CIT Campers only) to walk home. If your camper will be a "walker" you must complete a **walk-home slip**, which is available through the camp Director.

## What to Wear

Your camper should be dressed comfortably for the day. Shorts, t-shirts, socks and sneakers are the best. For your camper's protection, please do not send your child in sandals, flip-flops or crocs. Heely's are NOT permitted at camp. On chilly and rainy days please send your child with a labeled sweatshirt or light jacket.

## Group Requests

Often parents call to request their child be put into a group with a friend or neighbor. Any request must be put in writing, attention Melinda McHale, specifying the camp they are enrolled in and the ages of each child, no later than **June 1, 2021**. There must be a request from each child's parent. **Please note that although we try and accommodate these requests, there is no guarantee.** Please email requests to [mmchale@westfieldynj.org](mailto:mmchale@westfieldynj.org).

## Philosophy of Discipline

The Westfield Area YMCA Camp Program hold children in the highest regard. We believe in promoting a positive self-image and always reinforce positive behavior. The Westfield Area YMCA Camp program

accomplishes this by practicing the techniques of encouragement, acknowledgement of positive behavior, shaping and role modeling.

When the need to extinguish negative behavior arises, the Westfield Area YMCA Camp program relies on non-threatening techniques. Children are first removed from the negative situation and then redirected towards something positive. If necessary, a quiet area is used to provide children several minutes to think about their actions. All major behavior concerns are immediately communicated to parents and steps toward behavior modification are taken if necessary.

We believe children need structure and consistency. The Westfield Area YMCA Camp program strongly believes that children are human beings who require and deserve respect. Our program philosophy of discipline reflects these feelings.

The program emphasis is on cooperation, communication, emotional expression, and appreciation for diversity and conflict resolution.

### **Discipline Procedures**

In order for our programs to operate in a safe manner it is important we set guidelines and limits for all participants. Constructive methods of discipline focused around character values of caring, honesty, respect and responsibility are our main focus.

In extreme instances where the child's behavior affects other children, counselors or supervisors, such as but not limited to, swearing, fighting, leaving the group or refusal to obey directives of the staff, he/she will be handled in the following manner:

**First Warning:** Discussion of incident or behavior with camp director

**Second Warning:** Written notice of incident or behavior requiring parent/guardian signature and/or parent-staff-camper conference and possible temporary suspension. In the event that a camper is suspended there is no refund in fees.

**Third Warning:** Camper will be dismissed from camp. All fees for that current session are forfeited.

The above holds true in many circumstances. However in serious incidents suspension or dismissal may be the first step. This is at the discretion of the Camp Director.

### **Expulsion Policy**

The Camp Department reserves the right to dismiss any child from the program who is harmful or a threat to the wellbeing of other children and staff. All children must comply with program rules and regulations. Families are responsible for any damage their child does to the program area, Y property or activity grounds. The policy for expulsion follows:

#### **Parents Actions for Child's Expulsion**

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up child
- Physical abuse, verbal abuse, or threatening of staff or other Y participants, i.e. other School Age parents
- Failure to comply with any other child care policies, i.e. biting policy

### **Child's Actions for Expulsion**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts/inappropriate language
- Ongoing physical or verbal abuse to other children or staff
- Excessive biting
- Ongoing reckless behavior which may result in injury to self, other children, and/or staff
- No weapons in any way shape or form including imaginary play

### **Proactive Actions That Will Be Taken In Order To Prevent Expulsion**

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriate activities, supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules. Parents/guardians will be asked to follow through at home
- Child will be given verbal warnings
- A brief time-out in correlation to the child's age will be given so child can regain control
- Child may lose certain privileges (i.e. may not be allowed to go on the playground for safety purposes)
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of disruptive behaviors that might lead to expulsion
- The director, classroom teacher, and parent/guardian will have conference(s) to discuss how to promote positive behaviors
- The parent/guardian will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation
- Recommendation of evaluation by local school district child study team
- Parent/guardian may be asked to change child's schedule. It may result in reducing the amount of days the child attends the program.

### **Schedule of Expulsion**

- Parent/guardian may be asked to pick up a child immediately if he/she has caused bodily harm to another child, staff, and/or self or if the child poses a direct threat to him/herself, other children, and/or staff
- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's/guardian's behavior warranting an expulsion
- Child may be suspended for up to 3 days, so parent/guardian may work on the child's behavior
- The parent/guardian will be informed about expected behavioral changes required in order for the child to return to the School Age program. Parent/guardian will be given a form to document the steps he/she is taking in order to curb unfavorable behavior
- The parent/guardian will have to set up a meeting with the Director prior to child's return to discuss actions parent has taken to curb child's unfavorable behavior. Form is to be returned to Director at this time.
- The parent/guardian will be given a specific expulsion date that will allow parent/guardian an adequate amount of time to seek alternate child care (approximately one or two weeks notice depending on risk to other children's welfare and safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the program.

### **A Child Will Not Be Expelled as a Direct result of a child's parent/guardian:**

- Made a complaint to the Office of Licensing regarding Preschool alleged violations of licensing requirements (1-877-667-9845)
- Reported an abuse or neglect (1-877-NJABUSE) (1-877-652-2873)
- Questioned the School Age Department regarding policies and procedures.
- Without giving the parent an adequate amount of time to make child care arrangements, as long as other children or staff are not at a safety risk due to child's behavior.

### **Expectations of Parents**

One of the goals of the Westfield Area Y is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this goal is the responsibility of the staff, but also each adult who enters the programs. Parents of enrolled children are asked to behave in a manner consistent with the Y values; with decency, courtesy, and respect.

Parents are expected to adhere to the following guidelines:

- Use appropriate language when in the programs - no swearing/cursing
- Treat their child, the staff and other children with respect – no physical/verbal punishment
- Smoking is prohibited anywhere on the property
- Parents are responsible for any child that accompanies them to the program for pick up or drop off and are expected to follow all policies and procedures while on the premises.

### **Personal Property**

The Westfield Area YMCA is not responsible for lost or stolen items. Please make sure that all personal items are labeled. We strongly advise that your child does not bring personal items to camp such as Gameboys, iPods, cell phones or other electronic devices. Personal Sports equipment should not be brought to camp unless instructed in advance by the Camp Director. In the event they are brought into camp they will be held by the camp director and returned to the parent/guardian at the end of the day. We do not allow pets or animals in camp, with the exception of service dogs.

### **Cell Phones**

Children are not allowed to bring cell phones with them to Camp. If there is ever a time when they need to call their parents the Director will allow them to use the Y telephone. If they do bring a cell phone it must remain off. The Westfield Area YMCA is not responsible for lost, stolen or broken cell phones.

### **Babysitting**

It is the policy of the Y that the staff is not permitted to baby-sit for families in Westfield Area YMCA programs, so please do not ask them. If you have a pre-existing relationship with a staff member, you must fill out a form and all parties must sign verifying the pre-existing relationship.

### **Swimming**

Many of the camp programs have a designated swim time during the day at the Westfield Area Y's Main Facility on Clark St. Swim lessons &/or recreational swim (based on camp) are managed by our aquatics department. At the beginning of a camper's season with us their swimming skills will be evaluated. In the event you have questions about your child's placement it should be directed to the Aquatics Department. Each child should bring a bathing suit, bag for their wet bathing suit, goggles if needed and a towel! Camp counselors do also get in the pool with the children to assist with the safety of the children.

All CDC and Health Department guidelines will be followed if Covid-19 regulations are still in place for summer of 2021.

### **Traditional Camp Transportation & Walking Trip Permission**

The transportation/ walking trip permission is included in each week's newsletter. By signing, you are acknowledging and permitting your child to participate in any local walking trips &/or ride a bus if necessary for transporting to their camp site such as Blue Sky Camp is transported to the Watchung Reservation via bus and Explorer Camp/Sunshine Camp are transported to main Y for swimming. Children will be provided with a bus orientation on the first day of each camp session, which will provide them with the policies and procedures, as well as their behavior expectations while riding the bus. Other traditional camps will also take local walking trips to places such as a nearby park sporadically throughout the session. Bussing of children will be contingent upon whether or not CDC and Health Department allow due to Covid-19 and if regulations are still in place at time of summer camp 2021.

## **HEALTH AND SAFETY**

### **Practices**

The Westfield Area YMCA Camp Programs maintain stringent health and safety practices. The Director on a monthly basis completes a comprehensive health and safety checklist and routine fire drills. For a full list of the current unsafe product list please visit <http://www.state.nj.us/lps/ca/recall/index.htm>.

### **Child Abuse Prevention**

If there is ever reasonable cause to believe that any child in the Y has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, neglect, or exploitation by any person, whether working at the Y or not, it must be reported to the DCP&P office of child abuse control, at 1-877-NJABUSE. Such reports may be made anonymously. Information about child abuse and neglect may be secured by contacting the Community Education Office, Division of child protection and permanency, One South Montgomery St. CN 717, Trenton, NJ 08625.

### **Fire Drills**

Fire drills are conducted on a session basis to insure that children and staff are able to safely evacuate the building in the event of a fire. A log of each drill which includes the date, time, and the amount of time each drill took is located at each program site.

### **Staff Training**

The staff undergoes a thorough screening and hiring process; including detailed application forms, a comprehensive interview process, reference checks, National Sex Offender checks and criminal background record checks. The staff is certified in First Aid, CPR for the Professional Rescuer, and Blood borne Pathogens (infection control). We keep all staff current on these certifications. Additionally, the staff completes an extensive child abuse prevention training program. All staff attends at least 24 hours of pre-camp training per summer which will include COVID-19 Camp Guidelines. Supervisors and managers complete additional training to further promote a child-safe environment.

### **Special Needs**

We will do our best to accommodate children with special needs-physical, behavioral, cognitive, etc. Close communication with you is essential in order for us to provide quality care.

If your child has already been evaluated, please provide us with the appropriate paperwork, and we will work with you to continue the already implemented IEP or other individualized plan. If we feel that your child should be further evaluated, we will speak with you. We do not discriminate against children with special needs. If we are not able to meet the child's needs, we will work with you to find more appropriate care. We do not provide 1:1 care.

### Supplementary Services

Please inform your child's Camp Director if your child is currently receiving any supplementary services, such as occupational therapy, physical therapy, or speech therapy. In this way, we can work collaboratively to support your child in reaching the desired goals. All communications between camp and therapist require written consent of the family.

## MEDICAL POLICIES

### Health History

All campers are to have a health history form completed and on file with the Westfield Area YMCA each year as required by our NJ State Camp License & ACA. Health forms must be completed online. Please visit our website for more details. All forms are due no later than two weeks prior to the camp session start date that your child is registered for. **Campers that do not have a health history form on file will not be permitted into camp.**

### Illness During Program Hours

If a child becomes ill during the program, a parent is called to pick up the child as well as any other children that live in that house hold. A child with a bad cold or fever may not only give it to someone else, but is in a very susceptible state for contracting other illnesses. The child will wait in the isolation area until he/she is picked up. Please pick your child up immediately. If you are unable to pick your child up it is the parent's responsibility to find an alternative pick up person.

## TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Children with the following diseases may not return to Westfield Area YMCA without a doctor's note.

### Respiratory Illnesses

Chicken Pox\*\*  
German Measles\*  
Hemophilus Influenzae\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*  
COVID-19\*\*\*

### Gastrointestinal Illnesses

Campylobacter\*  
Escherichia Coli\*  
Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*  
COVID- 19\*\*\*

### Contact Illnesses

Impetigo  
Lice  
Scabies  
Shingles  
COVID-19\*\*\*

\*Reportable diseases that must be reported to the health department by the center.



**\*\* Note:** If a child has chicken pox, a health care provider's note is not required for re-admitting to the program. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

**\*\*\*** See COVID-19 information and policies

**If a child is exposed to any excludable disease at the center, parents will be notified in writing**

### **Parent Notification**

Any injuries or incidents that occur during your child's day at camp will be communicated to you at pick up, If your child has a head injury or advanced medical personnel is needed, then you will be called immediately. Phone contact with parents/guardians is established in an emergency, this includes but is not limited to severe injuries requiring a physician's visit or incidents requiring immediate pick up from camp due to child's behavior or actions. The list of these incidents can be found under the section titled Expulsion Policy. Each person's health form contains contact information, as well as designates alternate contacts if the parents/guardians cannot be reached. This process is initiated by the Camp Director of your child's specific camp and/or the Camp EMT but can be delegated to an appropriate staff member. Since the program has no way of determining what each person considers an emergency, the general camp practice is to contact parents when there is concern about a person's health and/or safety.

Because many people remotely access their voice mail, it is expected that camp personnel leave voice messages on answering machines that appropriately communicate the need for a given parent to call the camp back. All contact, successful and unsuccessful, is documented on the Westfield Area Y's incident report & follow-up report. Staff will continue to try and contact parents throughout the day. In an injury that may need advanced medical attention and parent can not be reached, staff will attempt to reach emergency names.

### **Dispensation of Medicines**

Children **must** have current medical records prior to enrollment. No medication prescription, or over the counter medicine, will be distributed without a doctor's note and a Westfield Area Y Medication Form that has been signed off on by both the child's doctor and the parent. A medication form must be filled out and given to the Director stating the child's name, the name of the medication, the reason for the medication, the dates to be administered, the time to be administered and the dosage. Each medication must have a separate form completed. Forms are available at the camp office and online at [www.westfieldynj.org](http://www.westfieldynj.org). If a child is to have medication administered more than once a day in two different programs (i.e. Blue Sky Day Camp and After Care), you must complete a separate form for each program and provide additional medication in the original container. **At no point will medication be transferred from one program to the next.\***

Do not send any medication in your child's lunch box or backpack. You must hand deliver the medication to the Camp Director in its original packaging. It is the parents' responsibility to transfer medication from one camp session to the next. It is not the responsibility of the Camp Staff.

The Westfield Area YMCA Staff does not administer insulin or monitor blood sugar levels.

### **Hand Washing Procedures**

The Westfield Area YMCA recognizes the importance of hand washing as the first line of defense against infectious disease. Unwashed hands are the primary carriers of bacteria and germs that cause infection. When hand washing, all children and staff will use running water, antibacterial soap and friction (rubbing hands together for 20 seconds).

### **Annual Support Campaign**

The Westfield Area YMCA Annual Support Campaign provides direct financial assistance to all in need who are in need who are suffering a bona fide financial hardship or experiencing extenuating circumstances. Thanks to the Annual Support Campaign, each year the Westfield Area Y provides over \$400,000 in direct financial assistance to individuals and families in need to enable their participation at the Y. Please give today. 86% of recipients were children who participated in full day child care, after school child care or summer day camp. Your generosity offers opportunity.

### **Family Concerns**

If at any time a parent has a concern, no matter how small, he/she may speak to the Director to discuss any and all problems.

## **Updated Health & Safety Information for Summer Camp 2021**

The Westfield Area YMCA is committed to ensuring the safety and health of our youth, families and employees in response to the COVID-19 pandemic. All standards are based on the current guidelines and recommendations set forth by the Center for Disease Control (CDC), and the State and local Health Department, and are subject to change. We will send out to all registered participants the updated guidelines prior to Summer Camp 2021 once they are in place.

All classrooms either have stand-alone or rooftop HV/AC air sterilization systems from Global Plasma Solutions (GPS). This includes Needlepoint Bipolar Ionization (NPBI) technology which works to safely clean the air inside buildings. The technology uses an electronic charge to create a high concentration of + and - ions. These ions travel with the air stream attaching to particles, pathogens and gases. The ions kill pathogens within the air stream in occupied spaces, cleaning the air everywhere the ions travel, even in spaces unseen.

### **Cleaning and Disinfecting**

Hospital grade EPA-approved disinfecting solution or an equivalent such as bleach will be used to sanitize equipment and surfaces. Staff will be required to disinfect and sanitize areas before and after use including classroom equipment and furniture, as well as outdoor playground equipment. Cleaning crews will complete a deep cleaning and disinfect all indoor and outdoor areas daily after operating hours. The frequency of cleaning and disinfecting toys, equipment, and surfaces, especially doorknobs, light switches, countertops, and restrooms will be increased to minimize the potential for the spread of germs. Toys that are not easily cleanable (such as stuffed toys and pillows) will be temporarily removed and toys that are out at any one time will be rotated so that they can be adequately cleaned and sanitized.

If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.

## **Hygiene Practices/Hand Washing**

We practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center, before/after wearing gloves, before meals or snacks, after outside time, after going to the bathroom. Help young children to ensure they are doing it effectively. Reinforce washing hands and covering coughs and sneezes among children and staff.

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Children, families, and staff will be advised to avoid touching their eyes, nose, and mouth with unwashed hands.
- Cover coughs or sneezes with a tissue or into an arm, then throw the tissue in the trash and clean hands with soap and water.
- Provide adequate supplies for good hygiene including clean and functional handwashing stations, soap, paper towels, alcohol-based hand sanitizers, and lined trash cans.

12/2020

Revised