



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA

Day Camp

Policy Book

YMCA of the Northwoods
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WELCOME TO THE YMCA DAY CAMP

The YMCA **mission** is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We know that lasting personal and social change comes about when we all work together. That's why, at the Y, strengthening community is our cause.

ADMISSION

License

The YMCA Day Camp serves children between the ages of 5 and 13 years of age, and is licensed to provide care for a maximum of 120 children. We do not discriminate against any child, family, or applicant on the basis of race, creed, color, sex, family income, handicap, political persuasion, national origin or ancestry.

Camp runs for the duration of the summer. Starting when school ends in June, through July and August. We are closed on most legal Holidays and possibly other Holiday times depending on need for services. Our hours are 6:30am-5:30pm Monday through Friday.

The YMCA of the Northwoods Day Camp is licensed by the State of Wisconsin and is required to comply with day camp licensing codes. The Licensing Specialist makes frequent visits to view the Program. Any non-compliance, exceptions, enforcement actions, and their corrections are posted at Camp.

Copies of the State of Wisconsin License DCF 252 and the camp policy books are available for parents upon request.

Child's Files

Parents can enroll their child into the YMCA Day Camp Program online at www.ymcaofthenorthwoods.org. Parents are encouraged to visit the Program with their child prior to attendance.

Parents are encouraged to be active participants in the Program, to visit the Program, to attend open houses and special events, etc. Conferences can be arranged by contacting the Program Director.

In compliance with State Licensing Rules & Regulations all required paperwork must be completed prior to the child's first day at camp. The individual may not attend camp until all information is completed.

Confidentiality

All information concerning the families and children enrolled in the program will be kept confidential. Staff are not allowed to discuss any child or family with any outside source without written permission from the family. Parents are allowed to see their child's records upon request unless they have been denied access by a court, and a copy of the court order needs to be on file with Camp.

Absences

If your child will be absent from the program, please notify the staff within a half hour of their scheduled arrival time. If we do not hear from you by this time, the staff will contact the family; this is for the child's safety.

If your child is expected to arrive at the center from someplace other than home and does not arrive as scheduled staff will attempt to contact that facility, the parent, and local law enforcement if necessary, to determine the child's whereabouts.

Chain of Command

YMCA Chief Executive:

YMCA Camp Director: Abbie Cline

YMCA Youth Coordinator: Tammy Zellmer

YMCA Associate Executive Director: Stephanie Dahlquist

Child Abuse/Neglect Reporting Policy

All Day Camp staff, due to the nature of their employment, are mandated reporters. A licensee, employee or volunteer at Day Camp who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county department of social services, human services, or a local law enforcement agency.

All staff are trained to know the child abuse and neglect law, identify children who have been abused or neglected and the procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. A Childcare Code of Ethics and a Childcare Touch Policy will be signed by each Day Camp staff and volunteer member.

In order to avoid allegations regarding child abuse, the following policies will be adhered to:

- Campers shall never be alone without staff supervision/observation and interaction.
- Staff will not use verbal or emotional abuse when disciplining campers.
- Staff will not discipline campers by use of physical punishment or by failing to provide the necessities of care such as food or shelter.
- Staff should at no time will be alone with a single child unobserved by other staff.
- Discipline problems that cannot be solved within the group will be taken to the Camp Director.
- Staff and volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable and will understand that touch should be done only in view of others.
- Staff shall be alert to the physical and emotional state of all children each time they report for a program.
- Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff. Profanity, inappropriate jokes, sharing intimate details of one's personal life in the presence of children and/or parents is prohibited.

Upon being notified of a potential abuse/neglect situation, the Director or supervisor will support the staff informing them by contacting the appropriate agency immediately together.

DISCHARGE OF ENROLLED CHILDREN

In order to withdraw a child from Camp, parents must give a two week written notice. Verbal notice's will not be considered valid.

Camp may discharge a child from the program for the following reasons:

- Consistent behavioral issues.
- The child's individual needs cannot be met.
- Disrespect or abusive behavior to staff or children at the program.
- Jeopardizing the safety of the other children.

Staff will make every effort to work with the child and family taking into consideration the needs of the child, use of various behavior modification techniques, sharing information with parents and, with parent consent, referral to outside agencies. Staff will document observations and personally discuss options with parents developing a behavior plan in the process. The timeline may vary depending on the severity of the behaviors. Parents may appeal the discharge decision of their child in writing to the CEO.

The program may also discharge a child if the parents fail to observe the following rules:

- Failure to pay fees.
- Failure to submit required forms.
- Disrespect towards program staff.
- Consistent failure to pick up their child by closing time.

*If a child is discharged the parent is responsible for payment up to and including the last day of attendance.

FEE PAYMENTS AND REFUNDS

1. There is a \$25 per child registration fee due at time of enrollment (\$50 family max).
2. Direct payment of tuition is due weekly on Monday of the week of attendance, including drafts.
3. Payments are based off of enrollment contract.
4. A two week written notice is required to withdraw or change enrollment in the YMCA Day Camp. There will be no exceptions and charges will be incurred.
5. Parents who are late (after 5:30 p.m.) picking up their children will be charged a fee of \$1.00 per minute per child. This fee will be added directly to their bill.
6. Parents are responsible for calling when their child will not be attending Camp. No refunds will be given.
7. There are additional fees for additional Y Programming.
8. There is a additional fee on returned payments.

Wisconsin Child Care Subsidy

1. We accept the Wisconsin Shares Child Care Subsidy Program.
2. Parents are responsible for using their MyWICildCare EBT cards to pay their tuition fees.
3. Parents are responsible for any balance left after MyWICildCare payments, or their Parent Share. Direct payment of tuition fees is due weekly on Monday of the week of attendance.
4. Authorization of MyWICildCare is required at time of enrollment. Otherwise parents are responsible for the full cost of tuition until authorization comes through.
5. See MyWICildCare brochure for additional information.

PROGRAM OBJECTIVES AND ACTIVITIES

Day Camp Program Objectives: Our focus is on the outdoors. We teach through the learning experiences given by the environment and nature.

Since programs are the vehicles through which the Y mission is implemented, a wide variety of projects, crafts, group games, service learning projects, special guests, special events, sports, field trips and physical and social experiences will be offered. Camp is held at the YMCA with time spent primarily outdoors. A small portion of the day may be spent in the gym, pool, aerobics studio and multi-purpose room. Camp is held rain or shine. In cases of severe weather (i.e. heat or rain) indoor shelter is arranged. A weekly lesson plan is used to ensure preparedness, variety and comprehensive programming that is developmentally and age appropriate. Movies that are G or PG may be shown but will not be shown more than once per week.

Activities Focus On

Personal Growth – Build self-esteem and self-reliance.

Value Clarification – Develop moral and ethical behavior based on YMCA four core values of Caring, Honesty, Respect and Responsibility.

Relationships – Learn to care, communicate and cooperate with others.

Diversity Appreciation – Respect people of different ages, abilities, incomes, races, religions, cultures and beliefs.

Skill Development – Acquire knowledge and ways to grow in body, mind and spirit.

Leadership – Learn the give-and-take necessary to work toward the common good.

Fun – Learn to approach life in a positive and optimistic mindset.

Healthy Living – Learn how to live an active lifestyle, eat healthy, and take care of ourselves.

Rest/Mindfulness – Learn how to recognize and take care of our minds and bodies when they need rest.

Outdoors – Learn about ecosystems, nature, outdoor exercise, and exploring our Northwoods areas

Junior Counselors

Junior Counselors are youth volunteers, age 13 and older, that have the drive to grow their leadership skills and see themselves as future camp counselors. Junior Counselors are not counted as in ratio staff members. Junior counselors will never be left alone with campers and are never in charge of camper supervision. They will never be responsible for toileting or disciplining children. Junior counselors will work around camp doing things such as helping to set up snack, assisting with projects, helping counselors gather supplies or other similar camp orientated tasks.

Junior counselors will receive at least 4 hours of training in day camp programming, including an orientation to the base camp. Jr. Counselors will work with camp counselors who have met the training requirement as laid out by the DCF Wisconsin Licensing Rules for day camp. Junior counselors will meet regularly with their supervisor, the Youth Development Coordinator.

CHILD GUIDANCE POLICY

Our intent is that all children will have a positive and safe experience at camp. We encourage parental input to resolve any discipline concerns during camp.

All campers are required to follow the behavior management guidelines they signed at registration. Behavior concerns will be documented on an incident report and communicated with parents. Any child causing severe harm to another child or staff member will be dismissed from the camp immediately.

Positive Guidance

The staff will provide positive guidance techniques by setting clear expectations and limits, modeling appropriate behaviors, by thoughtful analysis of barriers in the environment, by appropriately planned and staff-directed activities and curriculum, and ongoing evaluation of schedules and transitions as they relate to each child's needs. Staff will use creative means by which to assure that a transition period is provided between activities. The staff will refine their skills in behavior management on an ongoing basis to include participation in in-service sessions, independent reading and other opportunities for professional development.

Positive behavior management techniques may include the following:

- Positive reinforcement of desired behaviors.
- Ignoring certain behaviors that are not injurious of people or property.
- Use of natural and logical consequences.
- Modeling appropriate behavior.
- Correction of behavior by using verbal, physical, or visual cues.
- 1, 2, 3 self-regulation method .
- Other techniques as outlined in a child's IEP (Individual Educational Plan).

Development of Self-Control, Self-Esteem and Respect for Others

Staff will use behavior management techniques that promote self-esteem and self-empowerment. Children will be treated as capable, worthwhile individuals. Positive behavior will be recognized and encouraged. Respect will be shown for each child by recognizing the following social and emotional needs:

- To be loved, recognized and accepted.
- To express feelings and be understood, including when a child is crying and fussing.
- To feel secure and free from fear and have a positive self-image
- To feel independent and curious .
- To achieve and feel successful.

Redirection of Children

The staff will attempt to avoid discipline problems that may occur by being fully aware of each child's strengths and weaknesses, by providing appropriately structured learning activities and by providing quality supervision of each child. Each staff will be made aware of any special situations requiring additional supervision.

The use of natural and logical consequences will be directly related to the behavior in need of correction. Additionally, the consequence will follow as closely to the behavior as possible in order for immediate reinforcement. A time-out may be used but may not exceed 3 minutes.

We recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

Any difficult situations will be dealt with immediately as the situation arises. The management technique will be consistent with the child's educational program, developmental level and home program. Any unusual behavioral incidents will be documented in the log book.

Punishment which is humiliating or frightening to a child is strictly prohibited. Prohibited punishments shall include:

- Spanking, hitting, pinching, shaking, or inflicting other forms of corporal punishment.
- Verbal abuse, threats, or derogatory remarks about a child or family.
- Binding or tying to restrict movement or enclosing in a confined space such as a locked room, closet, box or similar cubicle.
- Withholding meals, snacks, or naps.
- Punishment for toileting accidents.

Delegation of Discipline

Behavior management techniques will be used by the staff person directly involved with the child at the time. At no time will discipline be delegated to other children. Discipline will also not be delegated to volunteers who are not trained on program

policies. If a child's misbehavior warrants a phone call to the parent, the situation will first be discussed with the Program Director to see if everything possible has been done to help the child regain control.

WATERFRONT POLICY

A Lifeguard and Waterfront Supervisor will be present any time the campers are near a body of water.

- The YMCA of the Northwoods will provide one YMCA certified and equipped Lifeguard at a ratio of 1:25
- Campers and staff are oriented to the rules and boundaries
- The pool door and locker room doors are locked whenever a guard is not present
- Lifeguards and counselors will be in positions to observe and readily assist campers
- Campers will wear a swim check necklace to identify them as part of a YMCA group
- Trained staff assess water and weather conditions to identify hazards and determine appropriate activities. Known hazards are eliminated or activities near them are controlled. Camper access is limited. Rescuer equipment is readily available and in good repair.

Locker Room/Bathroom Areas

While in the locker rooms ratios will be maintained. All children will be within sight or sound.

If there is no same gender staff to help with supervision, the children will change into their swimsuits at the camp location and put clothes on over their swimsuits until they get back so they can change out of their suits at the camp location.

Checking Children in and out of the Water

Upon entering and leaving the aquatic area a counselor will take a head count and do a roll call using the sign-in and sign-out sheets, matching face and name

Swim-Check Necklaces

Every Monday (or the first day of swim activities) all campers will be advised of pool rules and policies. All campers are given a red necklace until they demonstrate sufficient swimming ability. The aquatic staff will administer swim checks through the use of established association guidelines.

The purpose of the swim check is to ensure that the weak swimmers are not in the deep end of the pool. The swim check will consist of the following:

1. Campers will be advised of the purpose of the swim check
 - a. Anyone wishing to swim in the deep end must take and pass a swim test
 - i. The test requires that the swimmer swim the length of the pool without stopping and tread water upon reaching the other side of the pool
 - ii. The swimmer must show that he/she is comfortable with his/her face in the water

Campers who passed the swim check will be recorded by the counselors. Campers will be banded with either a red, yellow or green break away necklace.

- Red necklace: Stop, stay in shallow water, parts of the test they did not pass.
- Yellow necklace: Caution, Not confident enough to be a green band, can go out in water that is armpit high.
- Green necklace: Go, they pass the swim test.

In All Aquatic/Pool Emergencies

1. The First Responder will determine the necessary actions regarding the rescue squad, doctor or hospital.
2. All campers will exit the aquatic area and gather for a name to face roll-call
3. As soon as possible, the Camp Director (Abbie Cline) is to be notified if he/she is not already aware of the situation.
4. Complete an incident/accident report and notify Department of Children and Families within 24 hours.
5. Executive Director will determine the next calls that are made, and will act as media representative.

In The Case of a Beach Emergency

1. Lifeguard or YMCA Staff will recognize victim
2. If victim needs rescue, the Lifeguard initiates the clearing of the lake through a long, loud whistle.

3. One staff member should immediately call 9-1-1

In The Case of a Missing Child at the Beach

1. Upon discovery of a missing child, the camp staff shall question other children and camp staff in the immediate area trying to obtain the location of the missing child.
2. A camp staff will check the various locations including the beach house and surrounding areas.
3. A staff member will call 9-1-1
4. The lifeguards will perform a sweep of the bottom of the lake.

EMERGENCY PLANS

Fire and Severe Weather Emergency Procedures

Fire

- Go to the nearest fire alarm station and pull the alarm to alert the rest of the personnel.
- Call 911 immediately and report the location of the fire.
- Take attendance book and supervise evacuation of all persons in the program.
- Make sure bathrooms have been checked.
- Move to designated safe area outside and away from the building. Take attendance by name and site.
 - The meeting spot for Camp is the labyrinth.
- Fire drills are practiced monthly and recorded on the “drill sheets” in the file.

Fire Extinguishers, Alarms and Smoke Detectors

Are inspected yearly by the METZ Fire Extinguishers Company. All Staff are aware of fire extinguisher locations and basic usage. A basic and simple method used for operating portable fire extinguishers is **PASS**.

P= Pull the pin on the extinguisher

A=Aim the extinguisher’s nozzle (horn or hose) at the base of the fire

S=Squeeze or press the handle

S=Sweep from side to side at the base of the fire until it goes out

Shut off the extinguisher. Watch for reflash and reactivate the extinguisher if necessary.

Severe Weather/ Tornado

In the event of severe weather, the following procedures should be followed. YMCA Leadership staff will monitor radio broadcasts for the latest weather bulletins concerning immediate and surrounding areas. The YMCA Front Desk Staff will monitor weather band radios and notify camp. The Camp Director will have a working cell phone on their body at all times.

If a tornado has been reported near camp or is moving towards camp, the staff should:

1. Report to the nearest building.
2. During Field Trips a building will be designated as a tornado shelter before arrival.
3. Take directions from leadership staff, each group will be given a location. In this location campers will sit with head between knees and hands clasped over their head.
4. Staff will take attendance and report any missing campers to leadership staff immediately.
5. If in a remote area, position campers in a low-lying area (river basin, ditch) face down.
6. In the event of a tornado, be aware of a “dead” spot in the tornado- a few seconds of calm before the other side hits.

Building Emergencies

In the event of a building service loss, such as heating, air, water, electrical, telephone, flooding or plumbing, the Director will contact the necessary personnel. If building services will not be restored within one hour, parents may be called to pick up their children.

All Exit Lights will be lit at all times.

Lost Camper

As soon as a counselor suspects a camper is lost they will check with other campers as to the whereabouts of that child; check the nearest locations such as main area, play areas, etc. And quickly contact the Camp Director.

- Other children and staff will be questioned to see if they saw the child leave or if they heard the child talk about

leaving.

Search parties of specifically designated staff members will be sent to look for the missing child. The following areas will be checked:

1. Swimming areas and locker rooms
2. Main camp
3. YMCA building and Grounds
4. Roads leading to and from camp in a logical sequence
5. When on a field trip the immediate location and then moving outwards in a logical sequence of the area.

The following information will be shared with Leadership Staff:

1. A full description of the camper- name, what he/she looks like, what they were wearing
2. The last place the camper was seen
3. Whether the camper had exhibited homesickness, inability to get along with others in the group, etc.
4. Any tendency to not become involved in camp activities
5. Any medical problems, which might possibly contribute to the disappearance.

Additionally the following procedures will be followed:

- Parents will be called to notify them of the situation and to find out if they may have picked the child up without signing them out.
- 911 will be contacted within 5 minutes; if no one is able to locate the child, the police department will be called and a missing child report will be filed.
- All the numbers listed on the enrollment sheet will be called and messages will be left to inform parents regarding the situation.
- Department of Children and Families will be notified within 24 hours.
- In the event that a child is missing during a field trip (walking field trips included), staff may use a vehicle to locate the child, but may not transport the child in their vehicle.

Other Emergency Procedures

Adult Under the Influence

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, staff will not hesitate to call the local authorities if they feel the child is in danger.

Releasing a Child in a Divorce Situation

1. At the time of enrollment, Camp should be notified of the marital status of the parents.
2. If parents become separated, Camp should be notified as to who has legal custody.
3. If there is a custody problem, Camp is legally bound to respect the wishes of the parent with legal custody. The Camp Director may ask for a certified copy of the most recent court order.
4. Camp may tell the enrolling parent that camp will not be able to care for the child unless both parents are in agreement as to who is allowed to pick the child up and what time.

Releasing a Child to an Unauthorized Person

1. If an unauthorized person attempts to pick a child up, the YMCA staff will ask for identification, and call the custodial parent. If the parent does not authorize that person to pick up the child or the Center is unable to reach the parent, the staff will stall and call the local law enforcement agency.
2. If the person attempting to pick up the child is not on the authorization list, unfamiliar to the staff, and the parents cannot be contacted, the police will be called immediately.
3. A photo ID is required by all persons who are picking up until they are recognized by staff.

Stranger in Camp

In the event of an unidentified individual entering the camp area, a staff member will:

1. Introduce him/herself to the stranger and ask, "May I help you?"
2. Personally escort the individual to the Director or Lead Counselor
3. If the individual becomes belligerent, the staff member will get a description of the intruder and notify the Camp Director immediately. The Police Department will be contacted if deemed necessary.

Emergency Contacts

In the event of an emergency the Director or designated personnel will contact emergency services. If on a field trip the Director will also contact the bus company who will assist us in transporting the children to the YMCA.

The line of communication will be as follows:

1. Camp Director/ Lead Counselor will call 911 to have emergency personnel en route if needed.
2. Camp Director/ Lead Counselor will notify their direct supervisor of the situation
3. Camp Director/ Lead Counselor (with help, if necessary) will contact parent/guardians of children involved.

Injuries

Any injury to staff or children will be treated according to basic procedures. If the injury is serious, 911 will be called and the injured person will be transported to the nearest hospital at the discretion of EMT personnel. Family will be notified as soon as possible. If the injury is minor, basic first aid procedures will be used, the incident will be documented and the family will be notified either by the phone or at pick-up time. All YMCA Staff are 1st Aid, CPR AED certified.

- First aid equipment used here at camp are ice packs, Band-Aids, gauze and medical tape
- An incident report form must be completed by the staff person, signed by the parent and the follow up space completed by the staff.
- Incident reports need to be turned in to the Director within 24 hours. A copy of the incident report must be kept in the child's file and information entered in the medical log.
- An injury off-site will follow the same procedures. A backpack with first aid supplies and a Field Trip Identification Card will be kept with each group of children as they leave the base camp area.
- If a rescue or emergency vehicle cannot arrive at the camp within 10 minutes of a phone call, a person who is certified as a first responder will be on the premises during the hours the children are present. The YMCA is within 5 minutes of Ascension Saint Mary's Hospital.

All emergency telephone numbers are posted by phones.

Ambulance / Rescue Squad	911
Rhinelanders Police Department	715-365-5300
Oneida County Sheriff	715-361-5100
Rhinelanders Fire Department	715-365-5400
Poison Control Center	1-800-222-1222

HEALTH

Contact with Animals

If children have been in contact with an animal other than a pet while in the care of camp we will notify the parent and have the child wash their hands. Additionally, children will be under close supervision when in contact with animals.

Tick Removal Policy

- Parents will fill out a signed consent whether or not it is ok to remove a tick.
- If an embedded tick is found, lead staff will use a tweezer to tent the head and back the tick out straight.
- Once tick is removed, area will be washed with soap and water.
- Tick will be taped to an index card and sent home with parents.
- Staff will chart in med book.

Ill Child Definition

YMCA Day Camp is not licensed to provide sick-child care. Parents should notify the Camp Director when a child is absent due to illness. A sick child will be defined as a child with any of the following symptoms:

- Temp of 101 degrees or higher
- Unable to participate in program
- Vomiting
- Diarrhea
- Undiagnosed rash
- Uncontrolled coughing

- Difficulty breathing

If a child is showing any of these symptoms, the parents will be notified and asked to pick up the child from camp. The child will be isolated from the larger group, within sight and sound of an adult. If parents cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment form. Parents must pick up their child within one hour after being contacted. If a parent cannot pick up their ill child within one hour of being called, the emergency contact person on the enrollment form will be called to get the child. A late pick up fee may be assessed if picked up after the one hour grace period.

If a child contracts a communicable disease, the staff must be notified so other parents can be informed of possible exposure. The Oneida County Health Department (715-369-6111) and D.C.F. will be notified.

If a child has had to miss camp due to a communicable illness, the child may return without a statement from the physician only after having been absent for the longest period of incubation time.

In the case of head lice campers must be nit free to return to camp.

Administered Medication at Camp

- Medications must be brought directly to the staff in the original container.
- Written instructions as to quantity, time to be administered, name, phone number of doctor and any directions for use must be on the container.
- Any over-the-counter medication must be marked with the child's name and a completed medical form.
- Any information on the "Authorization to Administer Medication" form must be recorded in the medical log and signed by the person giving the medication.
- All medications must be kept in a labeled locked box (or container if refrigerated) and kept out of the reach of children.
- Bee sting medication, inhalers, an insulin syringe, or other medication or devices used in the event of a life-threatening situation may be carried by a child over the age of 7 years with written authorization from the parent and the child's physician.

To ensure the safety of campers in our care the following procedure will be put in place for children with allergies, medication, and special health needs.

- Procedure will be reviewed with all staff during the initial staff training in May.
- Camp Directors will review all campers' files weekly for allergies, medication, and special health needs. Camp Directors will then brief counselors weekly on campers needs.
- Allergies and Medication will be posted for staff only.
- Counselors will then use a code on their lesson plans to remind them of times medication needs to be administered, and notes on how to meet other special health needs. It is also recommended that they set an alarm to alert themselves to the time.

On-Site Health Supervisor

- All camp counselors are 1st AID CPR AED trained.
- The camp director serves as the Health Supervisor.
- It is the responsibility of the Health Supervisor to administer medication.
- In the event that the health supervisor is not on-site, the lead counselor will be the acting health supervisor.

Universal Precautions

- Everyone exposed to blood or body fluids containing blood shall wash his/her hands immediately with soap and warm running water.
- Disposable gloves will be worn if there is contact with blood, body fluids, or tissue containing blood. Gloves will be disposed of after one use in plastic bags and hands will be washed with soap and warm running water after removal of gloves.
- For vomit, urine, feces, blood or other body fluid spills, staff shall clean and disinfect the area affected, including floors, walls, bathrooms, tabletops, toys, kitchen, and countertops.
- Hands will be washed before and after meals and after toileting.

Medical Log

Staff will maintain a medical log recording all injuries, accidents and medication administered.

Serious behavior problems will be recorded on an incident report and kept on site. Parents will be notified by the YMCA Day Camp of any incident reports.

NUTRITION

Water Supply

All of Camp is on public water systems. Safe drinking water is available to children at all times; we encourage children to bring their own water bottles labeled with the child's name. Drinking fountains are available at all times.

Mealtimes

The YMCA provides a breakfast and a snack during the day and a lunch time for children to eat a parent-packed lunch. Each mealtime will be offered no more than 3 hours apart. The State of Wisconsin guidelines state that snacks shall consist of at least two of the following: milk or a milk product, fruit, fruit juice, vegetable, protein, whole grain or enriched bread or cereal. When only fruit juice is served, it shall be pure fruit juice. A menu is posted at base camp. Snack is not left in cans; open snack will be transferred to airtight, closed plastic containers, labeled and dated.

Staff sit with the children as they eat as often as possible and monitor the eating habits to make sure all uneaten food is sent home, so parents know what is eaten and what to provide for the next day.

State law prohibits withholding of food or snack.

Meal and Snack Requirements for Each Child at Day Camp

Time Children are Present	Number of Meals and Snack
2.5 to 4 hours	1 snack
4 to 8 hours	1 snack and 1 meal
8 to 10 hours	2 snacks and 1 meal
10 or more hours	2 meals and 2 or 3 snacks

Special Diet and Allergies

Children's specific needs and allergies are listed on the enrollment forms and will be posted. Enrollment forms are accessible to the staff and should be updated annually by the parents. Parents who request a special diet based on a medical condition must have written documentation from the child's physician stating the condition.

Parents must inform staff if their child requires an additional snack. In such cases, the parent will be expected to bring the additional snack. In an emergency or special situation, the program may provide the necessary food if available.

Parents may provide snacks for children requiring specialty menus such as vegetarian or kosher if the program's menu is not meeting the needs of the family.

Parent Provided Meals

Parents are required to pack noon lunches with at least one item from each of the following categories:

- Protein sources such as meat, poultry, fish, eggs, cooked dried peas or beans, cheese or peanut butter. This item will be eaten first.
- Two vegetables, or 1 vegetable and 1 fruit or 2 fruits
- Cereal, or whole grain or enriched bread
- Grade A Vitamin D Milk

When the parent provides a packed lunch, the camp shall ensure that each child has a meal that provides 1/3 of the daily nutritional requirements for a child of that age.

Children are required to wash their hands with soap and water before eating and after lunch and/or snack.

If a treat is brought in for children it must have an ingredients list brought in with it.

USDA Nondiscrimination Statement with Complaint Filing Procedure

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1)Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Safe Food Practices

Food Sources

- Prepared on site
- Parents may bring food in for their child.
- Food Service Companies include Reinhart, Trigs, Indianhead, Wal-Mart and Sam's Club.

Storage of Perishable Foods

- Continuously maintained at safety temperatures of 40 degrees or below except during necessary periods of preparation and service.
- Cold storage facility shall be maintained at 40 degrees or below if a refrigerator or 0 degrees for a freezer.
- Each cold storage facility shall be equipped with a clearly visible accurate thermometer.
- Food shall be covered and dated during storage under refrigeration.

Storage of Non-Perishable Foods

- Foods will be stored in metal, glass, or food grade plastic containers with tight fitting covers and shall be labeled.
- Foods will be stored in clean, dry, ventilated and lighted storerooms or areas.
- Food shall be stored in such manner as to prevent contamination by sewage, wastewater backflow, condensation, leakage, or vermin.

Sanitation

- Program staff and housekeeping staff are responsible for carrying out sanitation practices.
- Eating surfaces will be washed before and after each use.
- All cleaning chemicals and supplies will be labeled and kept out of the reach of children.
- All non-disposable dishes will be washed with warm soapy water and sanitized after each use.
- All staff will be trained on how to prepare meals and snacks and clean up.
- Food will be prepared by staff. They will wash their hands before and after and wear gloves during preparation and serving.
- Kitchen will be kept in a clean and organized fashion.

TRANSPORTATION AND FIELD TRIP POLICY

No transportation is provided by the YMCA Day Camp. Transportation for field trips will be contracted through a local busing company. A copy of the contract and correspondence with busing company will be kept on site to ensure D.C.F. 252 guidelines are met by busing company.

Parents will receive written notice of fieldtrips. The notice will include date, times and location of the fieldtrip. Parents must sign slip for children to be able to attend.

YMCA staff are responsible for children between the time the child leaves on the bus for the field trip and returns to the YMCA Day Camp.

When children and staff go on a field trip (including walking field trips) the following will occur:

- Staff will maintain a continuous “name to face” count of children.
- Staff will take attendance “name to face” at critical checkpoint times (i.e. when leaving the YMCA Day Camp, boarding and leaving the bus, and every 30 minutes on walking trips)
- Staff will leave a list at the YMCA of names of children and staff on the fieldtrip, time of departure and estimated time of return on site.
- Staff will carry with them a first aid kit and an identification card for each child including: an address and telephone number where parents or other adults can be reached in an emergency; the name, address, and phone number of the child’s physician or medical facility, and written consent from the child’s parent for emergency medical treatment.

When walking in a line:

- There will be at least two counselors, one in the front of the line and one in the back. Children are never allowed in front of the first counselor or behind the last.
- There will be no large gaps. If there are extra counselors, they will fill in-between the lead and back counselors.
- There will be roll call name to face before and after arriving at destinations.

If children with limited mobility will be attending during bus usage a plan will be developed to meet their needs on a case by case basis.

Parents will complete a release for alternative transportation if their child will be transported regularly during the day by someone other than the parent or person on the release information.

*Staff ratios designated by DCF will be maintained while children are being transported on field trips. (This also would include walking field trips.) There will always be one staff member assigned to the back of the bus and responsible for making sure that all children have exited the bus. This staff member will be the last person to exit the bus, after checking all seats and the floor. This person will also be responsible for delegating responsibilities in the event of an emergency.

PERSONNEL

Staff Policy

- Staff must read and be familiar with the YMCA Day Camp Policy Handbook. This book will be posted in the camp binder for parent reference. Questions should be directed to the Camp Director.
- Staff will be issued a copy of, and are responsible for all requirements set forth in the State of Wisconsin Licensing Rules for Day Camp DCF 252
- Staff are required to adhere to all policies and procedures as outlined in the YMCA of the Northwoods Employee Handbook. A copy of this handbook is given at the time of Human Resource processing.

Staff Files

In compliance with State Licensing Rules & Regulations, the following forms need to be completed prior to employment (these forms will be kept confidential and made available to the state as requested).

- Day Care Staff Information Record

- Fingerprint Based Background Check (DOJ & IBIS)
- 1st AID/CPR/AED Certificate
- Signed Verification of 24 hours of pre-camp training

Job descriptions

Each Staff receives a Job Description at time of hire.

Hours of Work

- Staff schedules are made a week prior to the camp week.
- Counselor schedules will vary week to week.
- Counselors will NOT be in ratio more than 10 hours a day.
- Lunch/Breaks are given as needed.
- Counselors eat lunch with the campers.
- Counselors are required to attend weekly staff meetings.

Seasonal employees are not eligible for paid holidays, vacations, sick leaves, or leaves of absence.

Probationary period

No probationary period required.

Performance Evaluations

Performance Evaluations will be conducted by the site director at the end of the camp season.

Grievance procedures/Disciplinary Process

Are found within the YMCA Employee Handbook

Smoking Policy

Staff are not allowed to smoke on camp premises, and at any time that they may be visible to the campers or parents on site.

Substance Abuse Policy

Staff must report to work free of drugs, intoxicants, alcohol, narcotics, or any other controlled substance. Staff may be disciplined, up to and including termination of employment, for possession, manufacturer, distribution, dispensations, consumption, testing positive, being under the influence of, or use of any drugs, drug paraphernalia, intoxicants, alcohol, narcotics or any other controlled substance, on or about YMCA premises or while on YMCA business at any time. Staff should reference their Employee Handbook for more information on this and other policies.

Cell Phone Policy

Staff are not allowed to use cell phones for personal use but may carry them on their persons for reliable communication amongst camp employees.

Notification to the Licensee

Staff are required to notify the center and the center to notify the Department of Children and Families as soon as possible but no later than the next business day when: the employee has been convicted of a crime; has been or is being investigated by any governmental agency; has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client's property; or has a professional license denied, revoked, restricted or otherwise limited.

Volunteer Policy

According to the Wisconsin Licensing Rules for Day Camp, "all paid and volunteer counselors who are counted in determining the counselor-to-child ratio shall have pre-camp training. The pre-camp training shall be for a minimum of 24 hours and shall include orientation at the base camp." Under the following circumstances, training is not necessary: Any parent volunteer included in YMCA of the Northwoods field trips should not be included in the counselor-to-child ratio and should never be left alone with children in restrooms or any situation.

PRE-CAMP TRAINING

Staff Training Policy

Each day camp staff person will attend at least 24 hours of pre-camp training, which shall include, but not be limited to, the following:

- Review of the applicable parts of the DCF 252 Licensing Rules for Day Camps
- Review of the day camp program philosophy and goals
- Review of day camp policies and procedures
- Job responsibilities in relations to job descriptions
- Training in recognition of illness of children and infectious disease control, including hand washing procedure and universal precautions for handling body fluids
- Daily activity plans and schedules
- Emergency Plans required under DCF 252 including missing child, fire and tornado, aquatics safety and others.
- Procedure to ensure that the number, names and whereabouts of children in care are known to the assigned camp counselor at all times.
- Training in use of fire extinguishers and other fire-fighting equipment
- Training in recognition of local poisonous plants and snakes and other hazards on the premises.
- Child Abuse and Neglect laws and the camp reporting procedures.
- Discussion about children with special needs and how to care for them
- Child Management Techniques
- 1st AID CPR AED Training