



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DISCOVER SUMMER

PARENT HANDBOOK
Camp Osprey



CASCO BAY BRANCH
CUMBERLAND COUNTY YMCA



For questions about Camp Osprey or, Financial Assistance and Payments:

Robin Bosse, Youth and Family Coordinator

Phone: 207-865-9600 x 202

Email: rbosse@cumberlandcountyyymca.org

To set up an auto-draft or payment plan, for questions about Agency Funding and other billing questions:

Contact the Cumberland County YMCA Finance Department

Phone: 207-874-1111 x 317

TABLE OF CONTENTS

Welcome Message	3
A Typical Camp Day	4
Arrival and Departure	5 - 5
Late Pick-Up Fees, Early Dismissal & Absences	7
Health and Safety	8 - 10
Special Needs	11
Behavior and Discipline	11 - 12
Field Trips	13 - 14
Swimming at Camp	15
What to Bring	16
What to Leave at Home	17
Lost and Found	17
Helpful Hints for Parents	18



WELCOME!

Thank you for choosing the YMCA for summer camp this year!

Our goal is to provide a caring and safe atmosphere that allows campers to experience a variety of fun while trying new things and challenging themselves every day. Teamwork and the YMCA's core character development values of caring, honesty, respect, and responsibility play an important role in all of our programs and are incorporated into all aspects of camp.

This booklet will assist you in preparing for camp. Please review this information and call us with any questions you may have.

The YMCA's energetic summer camp staff is eager to get started. Our commitment to you is a fun-filled, positive experience for your family this summer. We look forward to seeing you on the first day of camp!



CAMP OSPREY DAILY SCHEDULE

7:30 - 9:00 am	Before Care
9:00 - 10:00 am	Opening Circle and Activity
10:00 - 10:30 am	Morning Snack
10:30 - 10:50 am	All group activity
10:50 am - 12:15 pm	5-8 Year olds swim 9-12 year olds themed activity time
12:15 - 12:45 pm	Lunch
12:45 - 1:15 pm	Choice Time
1:15 - 1:50 pm	Camper's Choice (4 activities) or All Group Game
1:50 - 3:15 pm	9-12 year olds swim 5-8 year olds themed activity time
3:15 - 3:30 pm	Afternoon Snack (popsicles provided)
3:30 - 4:00 pm	Closing circle and activity
4:00 - 5:30 pm	After Care

This schedule is subject to change due to weather, field trips or special events

ARRIVAL AT CAMP

The Camp Osprey check-in desk is located at the bottom of the wooden stairs that lead into the airnasium near the end of the parking lot. There are reserved parking spots for parents of campers who are picking up or dropping off. Campers can be dropped off at camp starting at 7:30 am. Before care runs from 7:30 - 9:00 am.

All campers need be accompanied by an adult to the check in desk. An adult must sign the camper in and notify staff that the camper has arrived.

If your child will be leaving early, going home with another parent, or has any other special instructions, please let our staff know when you sign in.

We would recommend that first time campers arrive prior to 8:30 am on Monday morning in order to meet the counselors and get acquainted with the camp environment before all of the campers show up for the day.

The camp day begins at 9:00 am and ends at 4:00 pm.





DEPARTURE FROM CAMP

Camp activities end at 4:00 pm. Extended care is available until 5:30 pm at no extra cost. Campers must be picked up by 5:30 pm. Please check our camp easel, next to the sign in desk, each day at pick up for information on upcoming events, field trips or anything special your child should bring with them to camp!

An adult must sign the camper out and notify staff that the camper is leaving. If the camper is leaving with anyone other than the parent, please make sure that the person is listed on the registration form as someone who is allowed to pick up, and let a counselor know at drop off that someone other than the parent will be picking up that evening.

Anyone picking up a child from camp should be prepared to show a driver's license or photo ID This is for the safety of your child.

Late Pick-Up Fee

There is a fee of \$1 per child for each minute you are late. If you are running late for any reason, please call the front desk at 207-865-9600 and ask them to deliver the message to camp.

Dismissal/Early Pick-Ups

If a camper is being picked up early from camp, a written note must be given to camp staff that morning. Indicate the time of pick-up and by whom. Arrangements must be made with camp staff as to where the pick-up will take place and campers must be signed out.

Absence

We ask that you notify us if your child will be absent. Please leave a voicemail message for Robin Bosse at 207-865-9600 x 202 before 9:00 am on the day that your child will be absent.



HEALTH AND SAFETY

We take great care in making sure that your child is safe at camp. All counselors have First Aid and CPR training and we have first aid kits readily accessible. There are also first aid kits in each van and bus we use. Emergency services are never too far from our camp activities.



Your child's health & safety is our top priority! No child can start camp until we have:

- Health History Form
- Immunization Records (This is a DHHS requirement and records need to be updated annually)

Illness, Injury and Other Health Related Items

Camp is not a place for sick children. A child who has a fever, is vomiting or has diarrhea should stay home. A camper must be symptom free for 24 hours before returning to camp.

Throughout camp, children may be checked for head lice. Lice are highly contagious, but are easily treated. Please remember that head lice can be a common occurrence in school-aged children and is not a reflection of the child or the parents.

If a child does have lice, he/she will not be allowed to attend camp until he/she has been treated and the live nits removed. (Nits are tiny rice-looking specks that are found on hair shafts near the scalp.)

We want every child to be able to attend camp, and appreciate your help and understanding.

Medications

If it is necessary for any medications (inhalers, prescription and over the counter) to be dispensed during camp hours, please follow this procedure:

1. Fill out the Authorization to Dispense Medication Form Please note: A separate form must be filled out for each medication and each child.

This form can be obtained from camp staff or found at our camp website,
www.cumberlandcountymca.org/camp

2. Bring the completed form with medication in its original container (with enough medication for the entire week) and give directly to the Camp Director or Counselor at drop-off. **Under no circumstances should the medication(s) be given to the child to give to a staff member or given to the child to self-medicate.**
3. If your child can self-administer medication such as inhalers and epi-pens, please provide a note from yourself and the your child's doctor indicating your child has the authority to self-administer. However, please make sure you give the inhaler and/or epi-pen directly to the Camp Director or a Counselor to keep safely during the camp day. Under no circumstance should the medication(s) be given to the child to give to a staff member or given to the child.



If Your Child Becomes Ill During our Program:

You will be called and asked to make arrangements to have your child picked up as soon as possible. If you cannot be reached right away, we will call your emergency contact person and will arrange to have your child taken home or to the hospital.

In case of an accident, the procedures are as follows:

- If the accident is minor, simple first aid treatment is applied to the injury, and you will be notified either at the time of the accident, or when you pick up your child.
- If the accident is more severe, we will call you immediately. If you cannot be reached right away, we will call your emergency contact person, and will arrange to have your child taken home or to the hospital if that seems advisable.
- A camper who is seriously injured or becomes severely ill will be treated based on First Aid/CPR protocol, including calling EMS if necessary. If medical treatment is needed, the camper's signed Health History Form will be pulled to show that treatment is authorized. If a camper is transferred to the hospital, a camp staff member will go with them and stay until a parent or guardian arrives at the hospital.



DISCIPLINE POLICY

The YMCA staff strongly believes that camp is an exciting time, and every camper has the right to get the most out of his/her camp experience in a safe and fun atmosphere. We can not allow one child to deprive another child or staff member of his or her enjoyment of the program. The YMCA reserves the right to remove a camper from a program for inappropriate behavior that causes risk to the safety of oneself, others or the environment.

YMCA staff will encourage behavior that is consistent with the YMCA character values of caring, honesty, respect, and responsibility. Staff will focus on positive behaviors and attempt to redirect undesired behaviors. Any disciplinary action will be directed at the behavior, not the child.

SPECIAL NEEDS

Does your child have any medical or other special needs that we should be aware of? If yes, please ask for and complete one of our concern forms and return it to us before the program begins. We provide reasonable accommodations to qualified individuals with disabilities. All our participants must be able to participate safely in our programs. We do not provide one-on-one supervision and retain the discretion not to enroll or to remove a participant from our program if that participant is not able to participate safely in the program.

Discipline will be handled in the following manner:

First Offense: Verbal warning and re-direction of the situation

Second Offense: Re-direction of the situation, sitting out, and a child-counselor and/or child-Director meeting

Third Offense: Written documentation, sitting out, and a call to you from the Camp Director. Upon telephoning the parent, the Camp Director may ask that the child be picked up for the rest of the day. If a second call is made to you, your child will not be allowed to attend camp for the rest of the week. If behavior issues continue, your child may not be allowed to attend camp for the rest of the summer.

Note: If the issue is severe, some steps may be skipped. If your child is not allowed to attend camp for the remainder of a week, no refunds will be given for that week.



FIELD TRIPS

We will attend one field trip most weeks of camp.

On all field trip days please:

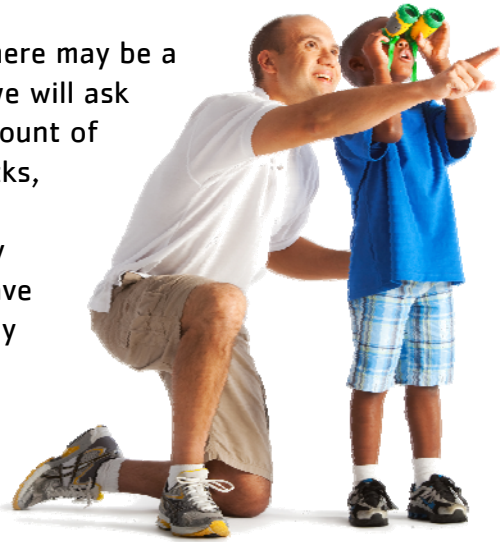
- Arrive by *9:00 am*
- Make sure the camper has his or her camp shirt on.
- Make sure camper is already in his/her bathing suit (for beach and water park trips), and has sunscreen already applied

We try to leave as early as possible so that we can spend more time on our trips, please help us to have a nice long day of fun in the sun by coming to camp on-time and prepared for the day.

Please check the camp white board, next to the check in desk for information on where we will be going and if your camper needs to bring along anything special.



Money for Snacks: There may be a few field trips for which we will ask you to provide a small amount of money for ice cream, snacks, etc. Campers will only be permitted to spend money on field trips where we have asked them to bring money and only the amount specified. We will let you know which field trips and a specific amount of money (usually \$1-\$5). Please give snack money to the counselor at check-in for safekeeping. Counselors will make sure that each camper gets his or her money when we arrive.



Camp Shirts: A camper shirt will be issued to your child on the day of his/her first field trip of the summer. After your child receives their camp shirt, they are required to bring it back and wear it on all field trip days. This is for the safety of all campers. If you or your child has a habit of forgetting or losing their camp shirt you may purchase an extra for \$5. If your child arrives at camp without their camp shirt, the parent will be asked to purchase another one.

SWIMMING AT CAMP

Swimming is an important part of our camp. It is part of the YMCA's heritage and sets us apart from other camps. At the beginning of camp, your child's swim level will be assessed and necessary rules and procedures communicated to ensure his or her safety.

We provide certified and trained aquatic staff for all our aquatic activities. This includes certified lifeguards at a ratio of 1:25 on deck. If swim lessons are offered, we provided aquatic staff trained to give quality swim lessons. In addition, counselors are present for additional supervision and safety during aquatic activities.

- Four days a week:
Free swim



WHAT TO BRING TO CAMP

Backpack: A great place to store sunscreen, swimsuit, towels, lunch and water bottles.

Healthy Lunch: It's a long day so pack plenty of non-perishable snacks, a large lunch, and lots of water. Please do not send microwave meals or meals that require refrigeration.

Water Bottle: Every child needs to bring a full water bottle to camp. Freezing it is a great way to keep lunches cool and have a cold drink ready for the afternoon. Sodas are discouraged.

Sunscreen and Bug Spray: It is helpful to apply sunscreen in the morning before coming to camp but pack extra in a Ziploc bag to reapply throughout the day. Be sure to bring along bug spray for the trips to the woods.

Clothes: Dress your camper in comfortable clothes that can get dirty. We will be outside most of the day. Don't forget a sweatshirt or jacket on chilly days. Putting an extra set of clothes in their backpack is a good idea.

Swimming Apparel: Swim suit, towel, goggles, and hair tie or swim cap if needed.

Sneakers and Socks: If your child doesn't wear sneakers to camp, please make sure to pack a pair of sneakers and socks in his or her backpack. Without sneakers, your child may not be able to participate in some fun camp activities!

A good attitude!



WHAT TO LEAVE AT HOME

Money: Campers are not allowed to purchase items from the vending machines during camp hours.

Electronics: Including (but not limited to) electronic game systems, mp3 players, iPod. (Note: If you feel your child should have a cell phone at camp, please turn it off and have your child keep it in their backpack.)

Game/trading cards

Weapons/pocket knives

Toys

Anything of value
(monetary or sentimental)

We are not responsible for lost, stolen or broken items. Please leave behind any articles that are not specifically intended for use in camp.



Every year we collect many lost items. We will have a Lost and Found basket for anything left behind at camp. The YMCA also has a Lost and Found basket for anything that may have been left in the building.

Please do not send your child to camp with anything of great value (monetary or sentimental).

Any lost and found items not collected within one week from the last day of camp will be donated.

Remember to label all clothing and belongings (lunch box, goggles, etc.) with your child's full name.

HELPFUL HINTS

- Write your child's name on everything s/he brings to camp.
- Pack a plastic grocery bag for your child to put his/her wet swimsuit and towel in after swimming.
- To make an early morning start less hectic, prepare your child's lunch the night before.
- Listen to a weather forecast the night before to prepare your child's outfit.
- Never pack a damp or wet bathing suit for your child to wear.
- Pack a book for quiet times.
- On beach days, pack an extra set of clothes and an extra towel. A camp T-shirt will be handed out on your child's first field trip day of the summer.
- Greet your child back from the day with a smile!





Cumberland County YMCA
Casco Bay Branch
14 Old Freeport Rd
Freeport ME 044032

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