

**East Hartford YMCA**

770 Main Street  
 East Hartford, CT 06108  
 860-289-6612  
[east.hartfordymca@ghymca.org](mailto:east.hartfordymca@ghymca.org)

**Farmington Valley YMCA**

97 Salmon Brook Street  
 Granby, CT 06035  
 860-653-5524  
[farmington.valleyymca@ghymca.org](mailto:farmington.valleyymca@ghymca.org)

**Glastonbury Family YMCA**

29 Welles Street  
 Glastonbury, CT 06033 860-633-6548  
[glastonbury.familyymca@ghymca.org](mailto:glastonbury.familyymca@ghymca.org)

**Indian Valley Family YMCA**

11 Pinney Street  
 Ellington, CT 06029  
 860-871-0008  
[indian.valleyymca@ghymca.org](mailto:indian.valleyymca@ghymca.org)

**Tri-Town YMCA**

1321 Silas Deane Hwy .  
 Wethersfield, CT 06109  
 860-521-5830  
[tri.townymca@ghymca.org](mailto:tri.townymca@ghymca.org)

**West Hartford YMCA**

12 North Main Street  
 West Hartford, CT 06107  
 860-521-5830  
[west.hartfordymca@ghymca.org](mailto:west.hartfordymca@ghymca.org)

**Wheeler Regional Family YMCA**

149 Farmington Avenue  
 Plainville, CT 06062  
 860-793-9631  
[wheeler.regionalymca@ghymca.org](mailto:wheeler.regionalymca@ghymca.org)

**Wilson-Gray YMCA Youth & Family Center**

444 Albany Avenue  
 Hartford, CT 06120  
 860-241-9622  
[wilson.gray@ghymca.org](mailto:wilson.gray@ghymca.org)

**YMCA Camp Chase**

Farmington/Burlington, CT 06085  
 860-673-4321 May–September  
 860-653-5524 October–April  
[camp.chaseymca@ghymca.org](mailto:camp.chaseymca@ghymca.org)

**YMCA Camp Yankee Trails**

343 Plains Road  
 Tolland, CT 06084  
 860-872-8286  
[CampYankeeTrails@ghymca.org](mailto:CampYankeeTrails@ghymca.org)

**YMCA Camp Jewell**

6 Prock Hill Road, P.O. Box 8  
 Colebrook, CT 06021  
 888-412-2267  
[camp.jewell@ghymca.org](mailto:camp.jewell@ghymca.org)

**YMCA Camp Woodstock**

42 Camp Road  
 Woodstock Valley, CT 06282  
 800-782-2344  
[camp.woodstock@ghymca.org](mailto:camp.woodstock@ghymca.org)

Last updated February 2015

# SUMMER DAY CAMP PARENT HANDBOOK

## Indian Valley Family YMCA Day Camps Parent Handbook

A branch of the YMCA of Greater Hartford



**FOR YOUTH DEVELOPMENT®**  
 FOR HEALTHY LIVING  
 FOR SOCIAL RESPONSIBILITY

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# About the YMCA of Greater Hartford

## YMCA OF GREATER HARTFORD MISSION STATEMENT

The YMCA of Greater Hartford is an association, open to all and committed to helping people develop their God given potential in spirit, mind, and body. Our commitment is based on the belief that the purpose of this threefold development is to live out the values of our Judeo/Christian heritage including Caring, Honesty, Respect and Responsibility.

## THE GOAL OF OUR DAY CAMP PROGRAMS

The YMCA of Greater Hartford’s Day Camping program is designed to help participants grow spiritually, mentally, and physically. By using the YMCA facility, a natural camp site, and providing challenging activities in both small and large group settings under the guidance of caring, well-trained staff leaders, YMCA camping gives children an experience that lasts a lifetime.

## SUMMER DAY CAMP PROGRAM OBJECTIVES

- To provide a safe and fun recreational environment.
- To develop friendliness among children and adults from different racial, economic and religious backgrounds.
- To help children adjust to group living and planning.
- To encourage children to express themselves creatively.
- To develop sportsmanship through supervised sports play.
- To expand children’s spiritual horizons through application of Judeo/Christian principles to everyday living.
- To increase children’s appreciation of nature and grasp of outdoor skills.

# About Our Camps

## CHARACTER DEVELOPMENT

All programs at camp are designed to promote positive values. The YMCA focuses on four primary character values, each of which is assigned a color that helps the campers and staff in the character education process. YMCA staffs are hired based on their commitment to accept and demonstrate these positive values in their own lives. The four values are:

- Caring (Red)
- Honesty (Blue)
- Respect (Yellow)
- Responsibility (Green)

## 40 DEVELOPMENTAL ASSETS

The Assets are a framework that identifies crucial relationships, experiences, opportunities and personal qualities that children and adolescents need as they grow to become healthy, caring and responsible.

**External Assets** are positive experiences young people receive from the world around them. External assets identify important ways that families, schools, faith communities, neighborhoods and youth organizations can promote healthy development.

### Assets:

- Support and empower young people
- Set boundaries and expectations
- Develop positive and constructive use of time

**Internal Assets** are those characteristics and behaviors reflecting positive internal growth and development of young people. The Internal Developmental Assets will help young people make thoughtful and positive choices and in turn, be better prepared for situations in life that challenge their inner strength and confidence.

### Assets:

- Positive values and identities
- Social competencies
- Commitment to learning

## EXPERT STAFF MAKE IT FUN

Counselors have all been carefully selected and have participated in our YMCA counselor staff training program so that we may provide your child with a safe, fun and enjoyable summer. Certified lifeguards will direct all the swimming sessions for our campers. We do criminal background checks and drug testing for all YMCA employees. Our camps have a ratio of 6–12 campers to one staff member depending on age of campers.

## WHAT TO BRING TO CAMP EACH DAY

Backpack	Bathing Suit	Towel	Bag Lunch
Two Snacks	Waterbottle	Bug Spray	Sunscreen

All campers need to wear sneakers or closed-toed shoes. Sandals and open toed shoes are prohibited for safety reasons. Campers are encouraged to wear a hat. Sunscreen should be applied at home. On rainy days, please pack rain gear and a change of clothes. All items should be marked with camper's name. It is recommended that all camper belongings are labeled with camper names.

## WHAT TO KEEP AT HOME

We encourage campers to learn to be responsible for their own belongings. We believe that certain items are best left at home to maximize your camper's experience. Campers may not bring cell phones, music players, computer games, trading cards, personal sports equipment, animals, matches, fireworks, knives, or weapons. Any camper who brings weapons to camp will be suspended immediately. All YMCA camp sites are drug, alcohol and tobacco free facilities. Any camper found with tobacco, drugs or alcohol will be immediately suspended from camp. We are also interested in keeping a clean, healthy, image at our camp. Clothing with messages referring to tobacco, drugs, alcohol or sex are not permitted. Campers are responsible for their belongings.

## LUNCH/SNACKS

Each camper should always bring their own bagged lunch and at least two snacks. Include plastic utensils. Avoid glass bottles. To protect against allergies, we ask that no one share food.

## MEDICAL FORM & WAIVERS

- No child will be allowed to attend camp without a completed medical form and waiver form on file.
- Updated medical form must be completed and signed by a physician or their designee that includes current medication orders and physical exam. This exam must have been given within 15 months of the camper's arrival date. Any camper who does not have said form into the YMCA office 1 week prior to the start of camp will not be permitted into camp.

## MEDICATION AT CAMP

- Please use the Medication Permission form authorizing us to dispense medication. Medication permission forms need to be completely filled out and on file with the camp before medication can be administered.
- We will need a written MEDICATION PERMISSION FORM signed by a doctor for the administration of the medicine with specific instructions as to quantity, time it is to be administered, name and phone number of child and any other directions.
- Keep medicine in its original package prescription bottle, place with the permission form in a zip lock bag, labeled with child's name. Medication should be handed into camp staff upon arrival.

## FIRST AID DIRECTOR

Camp employs the services of a first aid provider trained in CPR for the Professional Rescuer & Standard First Aid. In the event of camper illness or injury, the First Aid Provider will notify parents/ guardians. Please keep sick campers home so that germs and illnesses will not spread to other campers and staff. In the event of injury, illness, incident or emergency, guardians and/or emergency contacts will be contacted by staff.

## SUNSCREEN/SUNBLOCK AND/OR BUG SPRAY

Sunscreen and/or bug Spray are not provided by the YMCA. To comply with state regulations, YMCA staff may only apply topical ointments if the parent supplies the lotion labeled with the child's name and accompanied by a state provided, signed permission slip. It is recommended that parents apply a first coat of sunscreen prior to the camp day. We reapply at lunch and swim times.

## ABSENCES

Please call between 8:00 and 9:00 AM if your child will not be in camp that day. The YMCA cannot deduct days missed from your fee. When registering your child for any of the weeks of camp, we reserved a space just for your child. We make a commitment to staff, space and materials based on your registration. Therefore, if your child is absent from camp, no refunds will be made.

## EARLY DISMISSALS

A WRITTEN NOTE to the Camp Director is required stating the time of pickup if your child needs to leave camp early. No child will be released to anyone other than a parent and authorized pick-ups.

**All authorized pick-ups must present a photo ID.**

## INCLEMENT WEATHER

Camp will operate on rainy days and extremely hot days. On hot days we make sure campers have ample opportunity to get drinks of water and be in the shade. Please send campers to camp with a water bottle.

## LOST AND FOUND

Lost and found items accumulate very quickly. Please make every effort to label your child's belongings. Should items be lost at camp, have your camper look for their item at our lost and found area.

## GENERAL RULES & EXPECTATIONS:

In working towards creating a mindful community, staff and campers are expected to maintain a keen level of awareness regarding how their actions impact themselves, others and the space around them. Our staff is trained to facilitate each camper developing the ability to independently make safe, respectful and responsible choices that demonstrate a sense of caring for the community. This is reflected in our behavior management practices, discipline policy and even the activities we use to fill our day. We do not attempt to fill your campers' heads with "You-Can'ts" or "We-Don'ts" and simply expect them to abide (the proverbial, "We don't throw stones"). Rather, we make a habit of reflecting on behavior, producing a better ability to anticipate one's impact in any number of situations.

- Campers shall take a caring and respectful approach with themselves, fellow-campers, staff and property.
- Campers will refrain from the use of obscene, abusive or profane language or gestures in light of its offensiveness to others at the camp.

- Campers shall not attempt to harm or spit at others or behave in a way that endangers themselves, fellow-campers, staff or property.
- Campers shall remain within supervised areas at all times.

### **BEHAVIOR POLICY**

The staff at your YMCA Camp will work very hard to address those campers that are finding it difficult to adjust to and follow camp rules and expectations. The following steps will be taken to address specific concerns:

1. Counselors will address the behavior/concern with the camper, helping the camper to understand the impact they may have had on themselves, fellow-campers, staff or property, as well as taking responsibility for modifying the behavior.
2. If the behavior/concern persists, a member of the leadership staff will meet with the camper and counselor(s) to discuss solutions that work in the camp setting.
3. Repeated incidents will result in the camper meeting with the Director. Parental contact and a corrective action plan will be established.
4. Occasionally, and only if absolutely necessary to maintain a safe environment, the camper may be removed from camp without a refund. The following will be grounds for immediate removal from the program without a refund: possession of smoking materials, possession of drugs or drug paraphernalia, alcoholic beverages, fireworks, weapons of any sort, physical fighting or violence directed toward other children or staff, intentionally fleeing from the group, or dangerous play/behavior in the swim area.

### **ANTI-BULLYING POLICY:**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt, either emotionally or physically. At a minimum, the first offense will merit parent notification and follow-up, the second offense may result in a one-day suspension from camp, and a third offense may result in expulsion from camp.

### **RULES OF CHARACTER**

Speak for yourself... not for everybody else.  
 Show respect... every person is important.  
 Listen to others... then they will listen to you.  
 Avoid putting others down... who likes to be picked on?  
 Take charge of yourself... you are responsible for you.

### **EVALUATIONS**

You will receive an evaluation survey during each session. We encourage all parents/guardians and campers to completely fill out the evaluation. This valued input and information is used to improve upon the programs and staffing to insure a safe and fun summer for all our campers and staff. Evaluations may be returned by mail or your child may return it to camp if they are participating in another session.

### **DAY CAMP/ENRICHMENT CAMP REGISTRATION & PAYMENT INFORMATION**

- All previous YMCA accounts must be paid up to date.
- Registration forms must be completed in their entirety.
- Updated medical form must be completed and signed by a physician or their designee that includes current medication orders and physical exam. This exam must have been given within 15 months of the camper's arrival date. Any camper who does not have said form into the YMCA office 1 week prior to the start of camp will not be permitted into camp.
- 20% deposit per session per camper is for the purpose of securing a spot and as such is non-refundable and non-transferable.
- Cancellations after May 15th are eligible for a 50% refund of total session fees paid (less deposit). Refunds (less deposit) will be considered only after a written request.
- Cancellations after June 1st are not eligible for any refund.

### **PAYMENT SCHEDULE**

Balance must be paid no later than due date or space will be forfeited and given to the next child on the waiting list.  
 NO REFUNDS WILL BE GIVEN.

- \$50 Non-Refundable Deposit per week is due at registration.
- Full balance is due the Wednesday prior to the start of a new session.
- No refunds are granted for camp after June 1 with the exception of medical illness or injury resulting in camper missing more than half of a camp session, verified by a doctor's note.

## YMCA ANNUAL CAMPAIGN

The Annual Campaign is the foundation on which the YMCA of Greater Hartford accomplishes its mission of building strong kids, strong families and strong communities. It strengthens the YMCA's ability to provide values-based programs and activities to over 107,000 people in the Greater Hartford region, regardless of their ability to pay. Charitable contributions to the Annual Campaign helps the YMCA to respond to the needs of individuals by creating opportunities to participate in programs that build healthy minds, spirits and bodies.

With your support, we are able to provide financial assistance to youth, adults and families so that they can participate in enriching programs such as wellness, child development, teen leadership, camping, theater and sports.

As a non-profit organization, the YMCA of Greater Hartford is grateful for the generosity of its donors. Please consider helping us by making a gift to the YMCA's Annual Campaign today. You can make a gift online at [www.ghymca.org](http://www.ghymca.org) or mail a gift to your YMCA. Your gift will ensure a brighter future for our community.

The YMCA of Greater Hartford is a not-for-profit, charitable 501 (c) (4) organization.

## FINANCIAL ASSISTANCE

The YMCA strives to serve everyone regardless of ability to pay. Financial Assistance information is available by contacting the branch office.



# YMCA Camp Yankee Trails YMCA Camp Indian Valley

## CAMP YANKEE TRAILS

Director: Hannah Mathes

P: 860-872-8286 E: [CampYankeeTrails@ghymca.org](mailto:CampYankeeTrails@ghymca.org)

343 Plains Road

Tolland, CT 06084

Camp Hours: M-F 9:00AM-4:00PM

Bus Schedule:

<u>Bus 1</u>				
AM Departure	BUS	Stop	Address	PM Departure
8:15	1-A	Indian Valley Family YMCA	11 Pinney St, Ellington	4:50
8:23	1-B	Subway	175 West Road, Ellington	4:39

<u>Bus 2</u>				
AM Departure	BUS	Stop	Address	PM Departure
8:17	2-A	Vernon YMCA Child Care	375 Hartford Turnpike, Vernon	4:38
8:33	2-B	Rockville Park n Ride	I-84 Exit 67, Rockville	4:29
8:44	2-C	Big Y	33 Fieldstone Commons, Tolland	4:16

<u>Bus 3</u>				
AM Departure	BUS	Stop	Address	PM Departure
8:25	3-A	Brookside Plaza	10 Hazard Ave, Enfield, CT	4:38
8:38	3-B	Somers Senior Center	19 Battle St, Somers	4:22
8:50	3-C	Stafford CVS	37 W Main St, Stafford Springs	4:08

<u>Parent Drop off and Pick Up</u>			
AM Drop Off	Stop	Address	PM Pick Up
8:45	Camp Yankee Trails	343 Plains Rd., Tolland	3:45

## CAMP INDIAN VALLEY

Director: Devon Chandler

P: 860-871-0008 E: [CampIndianValley@ghymca.org](mailto:CampIndianValley@ghymca.org)

11 Pinney Street

Ellington, CT 06029

Camp Hours: M-F 9:00AM-4:00PM

AM Care: 7:00AM-9:00AM | PM Care: 4:00PM-6:00PM

\*Families will be assessed a fee of \$1/minute for late pick ups.

## WHAT DOES ACA MEAN?

ACA accreditation is the best evidence parents have of a camp's commitment to a safe and nurturing environment for their children. Accreditation assures parents that camp practices have been measured against national standards.



## DROP OFF / PICK UP PROCEDURE

It is the responsibility of the person dropping off the camper to escort the child to the bus or camp sign-in area, sign the child in on the designated sign in sheet, and make sure the camper is in the care of our Day Camp staff prior to leaving the camp ground or bus stop. If a camper is dropped off later than 9:00 am, it is the responsibility of the person dropping off the child to sign them with the camp staff. The camp staff will escort the camper to their group's activity. Please prepare a 15 minute window for late drop offs.

Our designated time for camper pick up is after 4:00 PM. **All authorized pick up people (even parents) should be prepared to show a photo ID every day and must sign the camper out of the designated sign out sheet.** If you are planning to pick your camper up early, it is helpful to send a note in the morning and follow up with a call to camp one hour prior to the pick up. Please prepare a 15 minute window for early pick ups.

## SWIMMING

All swimming activities are monitored by a certified lifeguard. On the first swim day of each session, all campers will be given a swim test conducted by the camp staff. Returning campers who want to test up are able to do so on this day as well. This procedure allows the lifeguards to decide in which swim zone the campers will be allowed to swim.

When a camper's swim level is determined, they will be given a color-coded swim band so that lifeguards and counselors can easily identify the camper's swim zone. **PLEASE DO NOT REMOVE THE BANDS IN THE EVENING.** Bands should only be removed once a camp session is over or a swimmer has tested to the next swim level.

## FAMILY NIGHTS

Family Nights are scheduled throughout the summer, weather permitting. These evenings serve as an opportunity for families to get to know the counselors and other camp families as well as to see the camp and participate in some classic camp activities. Be sure to have dinner beforehand, but save room for s'mores!

### CAMP YANKEE TRAILS FAMILY NIGHTS

Thursday, July 18, 6:00-8:00 & Thursday, August 15, 6:00-8:00

### CAMP INDIAN VALLEY FAMILY NIGHTS

Wednesday, July 17, 6:00-7:30 & Wednesday, August 14, 6:00-7:30

## PRE-SCHOOL CAMP

We are excited to offer a pre-school camp at the Indian Valley YMCA for campers age 3 and 4. This camp is intended to help campers adjust to structured settings in preparation for school and other organized activities. Campers must be fully toilet trained.

**Please have your camper arrive in a bathing suit on Tuesday-Friday as to reduce changing time in the morning.**

## HOURS

Drop off for Pre-School Camp is at 8:45AM. Pick up is at 12:00PM.

## DROP OFF/PICK UP PROCEDURES

Drop off and pick up will both occur under the tent located at the back of the Indian Valley YMCA, alongside Camp Indian Valley sign-in and sign-out. Parents are always expected to walk their campers to the counselor and sign in at 8:45AM. Sign-out will occur at 12:00PM in the same location. **All authorized pick up people (even parents) should be prepared to show a photo ID every day and must sign the camper out of the designated sign out sheet.**

## SWIMMING

Each Tuesday and Thursday, pre-school campers will be scheduled for outdoor water play. On Wednesdays, campers will participate in a swim lesson with one of our YMCA swim instructors. Then, on Fridays, campers will have the chance to play in our shallow pool area. Campers can wear YMCA Life Jackets to swim or are allowed to bring their own Coast Guard Approved, non-inflatable PFD (i.e Puddle Jumper). Staff are always in the water with campers. Staff will help with changing.

## WHAT TO PACK

Please label everything your camper brings to camp. Each day, campers should plan to bring a back pack with:

Change of Clothes	Swim Suit	Towel	2 Snacks
Water Bottle	Sun Screen	Bug Spray	Label Everything

## TYPICAL DAILY SCHEDULE (subject to change)

8:45-9:00	Circle Time Check In
9:00-9:30	Swim/Water Games
9:30-10:00	Change and have snack
10:00-10:45	Themed Activity (Outdoors)
10:45-11:00	Themed Book and Art Project (Indoors)
11:00-11:45	Outdoor Activity at Camp Indian Valley
11:45-12:00	Pack up and sign out

