



SUMMER DAY CAMP

Parent/Guardian Handbook



**Goffstown • Manchester • Londonderry
Portsmouth • Rochester**

The Granite YMCA | www.graniteymca.org

ABOUT THE Y

The Granite YMCA, established in 1844, has branches in Manchester, Goffstown, Londonderry, Rochester, and Portsmouth. The Granite YMCA focuses on **youth development, healthy living, social responsibility and family strengthening.**

OUR MISSION

The Granite YMCA creates a community where all are welcome and builds a healthy spirit, mind and body based on the values of caring, honesty, respect, and responsibility.

NON-DISCRIMINATION POLICY

USDA NONDISCRIMINATION STATEMENT

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

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, religious creed, disability, age, political beliefs, 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, audiotape, 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: [How to File a Complaint](#), 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: US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
- (2) Fax: 202.690.7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Civil Rights

IF LANGUAGE ASSISTANCE IS NEEDED FOR CIVIL RIGHTS PURPOSES, PLEASE CONTACT THE NH COMMISSION FOR HUMAN RIGHTS AT: 1-603-271-2767, DIAL "0", ASK FOR AN INTERPETER.

SI ASISTENCIA DE LENGUAJE ES NECESARIO PARA CIVILES DERECHOS PROPÓSITOS, POR FAVOR CONTACTO CON LA COMISIÓN NH LOS DERECHOS HUMANOS A: 1-603-

271-2767, MARCAR “O”, PEDIR UNA INTERPETER.

Mandated Reporter New Hampshire law (RSA 169-c: 29-31) requires that any person who suspects that a child under the age of 18 has been abused or neglected must report that suspicion immediately to New Hampshire Division for Children, Youth, and Families (DCYF). All Y staff are required to be trained in Child Abuse Prevention.

The staff may not notify parents/guardians when the police or DCYF are called about possible child abuse, neglect, or exploitation, except on the recommendation of DCYF or the police.

CAMP SAFETY AND STAFF TRAINING

Camper safety is our #1 priority. The majority of our summer staff come from our before and after school programs, so they may already be familiar faces to your camper. Our staff are selected based on their expertise, background, and their strong desire to work with children. They are motivated to provide your camper a safe and fun camp experience. Reference and criminal background checks are completed on all staff members. All staff undergo extensive summer camp training. We cover topics such as team building, character development, conflict resolution, emergency procedures, child abuse awareness and prevention, CPR, first aid, and age-appropriate activity planning.

OUTSIDE ANY Y PROGRAM

Staff are not allowed to be alone with any campers they meet in any Y program beyond a Y program setting. Babysitting, sleepovers and inviting a staff member to a camper’s home are prohibited.

HEALTH FORM PROCESS

In our continuous efforts to provide the best possible care to our campers, The Granite YMCA is once again partnering with [CampDoc.com](https://www.campdoc.com).

[CampDoc.com](https://www.campdoc.com) is an electronic health record system for camps which allows us to consolidate and integrate camper health information into a centralized and secure location. Their system gives The Granite YMCA staff instant access to camper health information, a key component in providing quality care.

The security, confidentiality and privacy of your camper’s personal health information will always be protected. Only The Granite YMCA staff will have access to camper health information, and the CampDoc.com site is secure, encrypted and password protected.

RETURNING CAMPERS

You will receive an e-mail from CampDoc.com with information about how to update your camper’s health information within 7 – 10 days.

- Click the link in this e-mail to log in to your CampDoc.com account
- Follow the instructions, and confirm or update the health profile for your camper (Alerts will appear for any missing required information)
- Upload any required or updated documents to your CampDoc.com account
- Return to CampDoc.com at any time to make changes/updates to your camper’s

health information before camp begins

NEW CAMPERS

You will receive an e-mail from CampDoc.com with information about how to complete your camper's health information within 7 – 10 days.

- Click the link in this e-mail to set a password for your CampDoc.com account
- Follow the instructions, and complete the health history for your camper (Alerts will appear for any missing required information)
- Upload any required documents to your CampDoc.com account
- Return to CampDoc.com at any time to make changes/updates to your camper's health information before camp begins

For assistance with CampDoc please contact help@campdoc.com or 734.636.1000.

REQUIRED PAPERWORK

Any camper without their campdoc account reflecting 100% completion on the first day of camp will not be permitted to stay on camp premises until all of the information and required documents have been uploaded to the campers account. Your camper must have a complete physical within the last two years (one year for campers under the age of 6) and record of all immunizations received to date. A camper may be exempt from immunizations for religious beliefs and/or medical reasons. Please contact the camp director if you have questions regarding this policy or visit <https://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>.

MEDICATIONS

The Authorization to Administer Prescription and Non-Prescription Medication form must be completed and **signed by your/a physician** prior to the administration of any prescription or non-prescription medication. Medications will be administered in accordance with the printed prescription label, which must be attached to the original prescription container.

Non-prescription medication must be in its original container, and will be administered in accordance with the physician's instructions. If there are no manufacturer's printed instructions for the age of the camper, the program may administer the non-prescription medication in accordance with the written, dated, and signed instructions including a statement that the instructions have been reviewed/approved by the camper's licensed health practitioner, or with signed, dated, written instructions from camper's licensed health practitioner.

FIRST AID | EMERGENCY CARE POLICY

CPR and First Aid Certified staff will always be available on-site. All staff members are trained and informed of the policies and procedures to follow in the event of injury or illness. The staff will take the following steps if your camper requires emergency care:

- Attempts to contact the parent/guardian
- Attempts to contact any emergency contacts listed on your forms
- If we cannot contact you, or in a life-threatening situation, we will call for

an ambulance and your camper will be transported to the hospital in the company of a director

WHEN YOUR CAMPER IS NOT FEELING WELL

Please do not send your camper to camp if he/she/they is not feeling well. If your camper is not feeling well enough to participate in camp activities, we will contact you to pick up your camper as soon as possible. Please notify us if your camper has a communicable disease such as chicken pox, head lice, conjunctivitis, etc. Any camper suspected to have any of these communicable diseases will be sent home immediately. Campers may return to camp once they have been on medication for a 24-hour period and have obtained a doctor's note. Campers with head lice may return to camp once treated and nit free.

COVID-19

Policies related to the pandemic may change and shift as the CDC and state and local officials change guidelines. We will provide information pertaining to our guidelines in Welcome Letters and the Camp Playbooks. Additional communication will be provided if guidelines change during the camp season.

CONFIDENTIALITY

Your camper's records are kept private at the branch and stored electronically. Parents/guardians who have legal custody have the right to see their camper's records at any time. There are certain situations and paperwork that will require a court subpoena to accommodate requests.

REGISTRATION CHANGES/CANCELLATIONS

All cancellations up to **four weeks** prior to the camp session will receive a refund, minus the \$30 registration fee, Facility Membership fee (if applicable), and \$25 per session. Cancellations with less than a **four week** notice will forfeit the entire fee of camp.

TRANSFERS:

You may transfer your camper to another session if space is available and it is at least two weeks in advance. If you are transferring your camper to a new camp session we will transfer the deposit to the newly registered session; however, deposits will not be transferred into previously registered camp sessions.

ADDITIONS:

To add a week of camp, the \$25 deposit will be deducted immediately. The balance of the additional session will be processed according to your payment plan. You may add a camper to a camp session if space is available and it is received no later than 12:00 PM on the Wednesday prior to the camp session. Additions made within three weeks or less of the camp start date, will have the payment auto deducted in full from the account on file. To cancel, transfer, or add a week of camp, complete a change of status form, which is available at www.granitemca.org/camps.

FINANCIAL ASSISTANCE

Thanks to generous donations from Y families, staff, camp alumni, local businesses and donors, financial assistance is available for families who may not be able to afford a day camp experience for their child. Start the application process as soon as possible as funds are limited. Complete the registration form, marking sessions you would like your child to attend. Check the box indicating you would like financial assistance. A financial aid application with supporting documents will be required which can be found online or at your local branch. Please note that recipients of state reimbursement are not eligible (see below). Enclose the day camp registration form, registration fee, and facility membership fee (if applicable) with a \$25 deposit per session and forward to the Y. Our camp registration staff will contact you to discuss financial assistance options.

STATE OF NH REIMBURSEMENT

Reimbursement is based on age, service level (full, half, or part time), cost share, and whether your camper is attending a state licensed camp. Some camps do not qualify. State of NH parent cost share is determined by household income. Registrations must be received at least three weeks prior to the start of the camping session. For more information contact the day camp registrar at your local branch.

WHAT TO BRING TO CAMP (Please label everything with first and last name)

- healthy lunch
- snacks (at least three)
- re-usable water bottle
- sunscreen spray and bug spray (please apply prior to your camper's arrival)
- bathing suit & a towel (plastic bag for wet clothes); no cut-off shorts
- hat and an extra change of clothes
- backpack
- sneakers and socks must be worn **(no sandals, flip flops, Crocs)**

WHAT TO LEAVE AT HOME

- electronic equipment (cell phone, game boy, iPod, headphones, etc.)
- toys (playing/trading cards, stuffed animals, water guns, fidget spinners, etc.)
- glass bottles
- spray aerosols and pesticides
- open toed shoes, sandals, and Crocs
- knives, weapons
- drugs, alcohol, and any tobacco products
- candy, gum, lollipops, etc.

LUNCHES AND SNACKS

We keep the campers very busy, and they need proper nutrition to participate at their fullest potential. Please send plenty of healthy foods and two drinks in non-breakable containers. Please no candy or soda. We do not have refrigeration or heating facilities,

so please do not send food requiring microwaves or refrigeration. We suggest a mini cooler with an ice pack. Frozen juice boxes and water bottles make great ice packs and provide cold drinks when thawed.

On Thursdays or Fridays, some camps provide lunch such as pizza or a BBQ. Please check your camp to see if lunch is offered, what type of lunch is offered, and the fee for lunch. **Camps that run until 12:00 PM do not need to bring a lunch but need to pack a snack and water bottle for your camper who attends half-day.**

CARRY-IN | CARRY-OUT POLICY

The Y has adopted a carry-in/carry-out policy similar to that of the New Hampshire state parks. This means that anything a camper brings into camp including plastic bags, juice boxes or uneaten food, they bring back home.

LOST AND FOUND

It is important to label all of your camper's possessions with his/her/their first and last name; water bottles, towels, backpacks, clothing, lunch bags, etc. Although Y staff will do their best to remind camper's to keep their items together, the Y is not responsible for lost items. It is easier to return items when your camper's name is on them. Please check lost and found daily to reclaim lost items.

SUNSCREEN PROTECTION

It is strongly recommended that parents/guardians apply sunscreen to their camper each morning. Your camper should bring a bottle of sunscreen to camp each day (spray is preferred to enable counselors to assist with application). Throughout the day, counselors will remind the camper to reapply the sunscreen. School age children are expected to apply their own sunscreen. If your camper is particularly sensitive to the sun, a hat and SPF clothing may also be appropriate. In this case, please remind your camper to keep his/her/their hat on throughout the day.

CODE OF CONDUCT

The Y has a clear responsibility to protect the camper in the programs and to promote the Y mission. The staff are required to adhere to a very stringent code of conduct that is reviewed during staff training. In support of this responsibility, this code of conduct governs the behavior of all individuals involved in Y programs. Staff, parents/guardians, campers, and visitors shall be responsible for conducting themselves in such a way as to respect the rights of others, assist in creating a bully-free environment and model the YMCA core values of Caring, Honesty, Respect and Responsibility.

CHARACTER DEVELOPMENT PROGRAM

At the Y, we encourage and strive to help develop our four core values of caring, honesty, respect and responsibility in our participants. Understanding and displaying the Y's core values are vital to our commitment of offering a safe, fun and nurturing experience for all.

In day camp, our Character Development program recognizes children as a “Character Rockstar”. We provide recurring recognition through daily shoutouts, weekly certificates and monthly t-shirt winners. At the end of the day camp season, all Character Rockstar winners are invited to a celebration BBQ at the Y honoring their hard work.

DAY CAMP DISCIPLINE | ANTI-BULLYING POLICY

We strive to provide all campers with a safe and positive camp experience. Staff are trained to provide guidance and support when addressing a disciplinary issue, that is appropriate to the situation and camper’s development.

If a discipline issue does arise, the steps listed below will be taken (may vary based on the situation):

- verbal warning/supportive conversation
- loss of choice/removal from activity
- camper and parent/guardian discussion
- removal from camp

Infractions of this policy include:

- disrespect, verbal or physical aggression toward staff, other adults, or campers
- continuous disruption/uncooperative behavior
- exhibiting behavior that endangers the safety of the camper
- attempting to leave the camp or premises without staff permission
- consistently disregarding the rules and authority of the staff
- possession or pretending to possess weapons
- racism, fighting, bullying, vandalism, and swearing
- destruction of property or belongings
- possession of drugs and alcohol

Upon review of the incident, parents/guardians may be contacted to speak to their camper or requested to pick up their camper immediately. Suspension guidelines are as follows: a one day suspension for the first offense, a three day suspension for the second offense, and a five day suspension for the third offense. Any camper who is a threat to themselves or others or is a repeat offender will be expelled. All suspensions and expulsions are at the discretion of the directors. If your camper misses days due to suspension or expulsion, no refunds will be provided.

DEFINITION OF BULLYING

Behavior by an individual or group, usually repeated over time that intentionally hurts another either physically or emotionally. Three conditions used to define behaviors as bullying:

- repetitive, willful, or persistent
- intentionally harmful
- an imbalance of power leaving the person feeling defenseless

These may include:

- taunting
- spreading rumors
- excluding others from groups
- kicking, hitting, or pushing

CHILDREN WHO LEAVE PROGRAM

The staffing structure and physical layout of our program space requires that all children stay with their group. We have established very strict policies for the rare occasion when a child might leave the group. Children who leave the group, but who remain on site may be suspended. If a child leaves the premises, we will call the police to help us locate the child and take disciplinary action from there.

PERMANENT WITHDRAWALS

The Y reserves the right to permanently suspend a camper at anytime. Reasons may include but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions with a camper, parental or camper abuse of staff members, actions or behaviors by a camper that has or could severely harm themselves or another camper or any other reason that is deemed fit by the director and the executive director

PARENT/GUARDIAN | STAFF COMMUNICATION

Leadership staff are usually present and available to talk during check-in/check-out times which is a great opportunity to communicate any concerns regarding your camper's time with us. Any special needs or challenges your camper may be having at home may impact their experience while at camp. Please keep us advised of such circumstances prior to their arrival so we may provide the best possible day camp experience for your camper. To ensure the safety of your camper any custody issues must be discussed with a director prior to your camper's start date or upon occurrence. Legal documents from the court system are required and should be submitted anytime there are custody changes.

PHOTOGRAPHING CHILDREN

Y staff photograph and/or videotape children for various reasons such as promotional materials, Facebook, program brochures, and character rock stars. If you do not wish to have your child's photograph utilized for print or electronic promotional purposes, please indicate this in the agreement section of CampDoc.

DROP OFF AND PICK UP

The parent/guardian is responsible to sign their camper in and out daily. Any adult who picks up a camper must be listed on that camper's emergency contact list in CampDoc. A photo ID is required every day for each adult who picks up a camper. This is for the safety of your camper. If another adult will be picking up your camper, please write a note to the staff informing them of the time and who is responsible for pick-up.

If you would like to add a new individual to your authorized pick-up list, please contact or notify camp staff at check-in/check-out.

PLEASE NOTE

- If a camper will be picked up before 4:00 PM, please write a note and/or call the camp staff informing them of the time and who is responsible for pick up.

LATE PICK UP

Please note that a late pick-up charge of \$15 will be assessed 15 minutes beyond the scheduled departure time. After the first 15 minutes, the charge of \$5 per every five minutes is charged. The individual who picks up the camper will be expected to sign the late fee slip and payment will be billed to the account on file. Excessive late pick-ups may result in the camper's suspension from camp.

TRANSPORTATION

To enable us to serve as many campers as possible, we provide bus transportation for a limited number of campers to selected camps. Preregistration is required. [Please check out the transportation availability for your specific camp.](#) Please be sure you are aware of any policies or restrictions.

For those campers who take medication at camp, parents/guardians must drop off and retrieve from camp. Medication cannot accompany the camper with the exception of epi-pens and inhalers.

Please keep in mind that those using the bus services are unable to take advantage of before and after care. All children must be supervised by an adult at pick up and/or drop off points. Due to bus schedules, we are unable to wait for late pick-ups and drop-offs.

Fees may apply. See your camp director or visit our website at www.graniteymca.org/camps for more information.

BUS RULES

The following applies to transportation to and from camp as well as field trips.

- Profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical or verbal aggression are unacceptable behaviors.
- Throwing things on, out of, or at a bus are unacceptable behaviors. Campers are expected to keep their head, hands, feet, etc. inside the bus at all times. Anything that would create a safety hazard for the passengers or vehicle is unacceptable behavior.
- Campers are expected to seat themselves promptly when getting on the bus and are to remain seated sitting on their bottoms (not feet, backpacks, etc) until they reach their designated stop and the bus has stopped. Emergency doors are for emergency use only. Seat belts should be used if provided.

- Vandalism, including marking or defacing the bus is not acceptable, and will be reported to the appropriate authorities including the police.
- Eating or drinking on buses is not allowed. Smoking or use of smokeless tobacco products is not allowed on any bus.
- Drivers are allowed to assign seating and keep seating charts on each bus.
- Campers are expected to sit three passengers per seat if necessary per New Hampshire state law.
- Aisles and emergency exit doors are to remain clear at all times.
- Bus drivers are responsible for safe bus operation and their decisions and requests are expected to be followed.
- Riding on the bus is a privilege; if the rules are not followed privileges will be revoked.

SWIMMING POLICY

Staff members always accompany and supervise campers at swimming sites. Staff members review all of the rules of the lake, pool, or ocean before swimming. Staff/camper ratios are maintained. **Staff members ensure that a buddy system is in place at all times during swimming activities.** Head counts are taken on a regular basis. During all recreational swimming activities, a certified lifeguard is present. Group counselors provide additional supervision; some counselors may swim with their group. If you do not want your camper to swim for any reason, please notify staff in writing.

Campers must complete a swim test on the first day of camp and will be classified as:

Red: non-swimmer/beginner; could not complete the yellow test or refused swim test; will wear a camp-provided floatation device when swimming and will remain in shallow water.

Yellow: shallow water swimmer; can swim half the length of the pool with face in the water; tread water/float on back for 30 seconds; no floatation device required to swim and remain in shallow water.

Green: deep water swimmer; can swim full length of the pool with face in the water; tread water for 1 minute and float on back for 30 seconds; jump into deep end and swim to ladder/wall; may use entire pool; no floatation device required

Campers are welcome to retest each week.

TV/MOVIES AT CAMP

On rainy days, campers occasionally have the opportunity to watch a feature length G rated movie, or elementary level educational programming. If there is a movie you do not want your camper to see, please inform the camp director and they will carry out your request.

VISITOR POLICY

All visitors must check in and obtain a visitor's pass to camp. Please check with the camp director for check in location or any additional requirements.

ELECTRONIC DEVICE POLICY

Electronic devices of any kind are permitted on the bus ride only. If a camper is not using the device in an appropriate manner, staff will confiscate the device until the end of the trip and decide whether or not the camper is allowed to use said device on future trips.

Cell phones are allowed as music players and gaming devices ONLY! Use of cell phones for communication, taking pictures, or social media is not allowed, and if caught, phones will be confiscated. **If parents/guardians and campers need to communicate, communication must go through the camp office or teen trip director and the designated teen trip cell phone** (for phone number, please see teen trip or leadership staff). The Granite YMCA is not responsible for lost or stolen items.

TEEN PROGRAMS AT THE GRANITE YMCA

Teen Trip schedules can be found online or at the Welcome Center. Note that some trips may leave earlier or arrive later than normal camp hours. Times will be posted on teen trip schedule. Trip destination may change unexpectedly due to unforeseen circumstances. Notifications will be provided via designated form of communication by camp or trip director or upon check-in.

Levels are chosen initially by the camper's parent(s)/guardian(s). However, teen trip staff reserve the right to move a camper to Level 1 as deemed necessary.

LEVEL 1

Level 1 is defined as campers that will travel as a group with Teen Trip staff.

LEVEL 2

Level 2 is defined as campers whose parent/guardian(s) feel they are responsible enough to travel in a group of at least three without **direct** staff supervision. Campers entering Grade 7 and up are eligible for this level with parent/guardian permission. These campers will be given check-in times throughout the day. Please note, this option may not be available on every trip.

Parents/guardians must contact the teen trip director, teen trip staff, or camp director in order for a camper to move up from Level 1 to Level 2.

WHAT TO BRING TO TEEN TRIP CAMP (PLEASE LABEL ITEMS)

- additional spending money (completely optional)
- lunch (no food requiring microwaves or refrigeration)
- teens may bring sandals/flip flops for water trips, however, they must wear sneakers
- a swim suit and towel is recommended on all trips as trips may change

THE COUNSELOR IN TRAINING PROGRAM (CIT)

The Counselor in Training program is offered at the YMCA Allard Center of Goffstown, YMCA of Greater Londonderry and YMCA of Strafford County.

THE LEADER IN TRAINING PROGRAM (LIT)

The Leader in Training program is offered at the YMCA Allard Center of Goffstown, YMCA of Greater Londonderry, YMCA of the Seacoast, and YMCA of Strafford County.

LIT/CIT POLICY

All campers accepted into these programs are expected to be positive role models and exhibit the mission and values of the YMCA. Inappropriate behaviors while participating in these programs is grounds for immediate suspension with no refund. Please refer to the electronic device policy on page 12.



The Granite YMCA



www.graniteymca.org/camps

YMCA day camps provide a happy, healthy environment for children to learn and grow. Children have the opportunity to build self-confidence, independence, and creativity, and parents/guardians have peace of mind knowing their children are in a safe and enriching place.