



# YMCA CAMP HAFADAY

## 2017 Parent Handbook



**Please read and save all information**

Westport Weston Family YMCA  
Bedford Family Center  
14 Allen Raymond Lane  
Westport, CT 06880  
203-226-8981  
Fax: 203-226-2607

## WELCOME TO HAFADAY

Hafaday is designed for children between the ages of 4 and 8 and takes place each weekday from 8:30 am to 12:30 pm. Swimming is the main emphasis of Hafaday; your child will have an instructional swim lesson and a recreational swim each day. This repeated exposure to the water over the one-week session is the best way to learn. Other daily activities include gym time, arts & crafts and snack time. The children are divided into four groups, placed primarily by age. The groups rotate to each activity station every 35 to 40 minutes. After participating in two activity stations the children enjoy a snack, followed by two more stations before dismissal.

Our aquatic staff is professionally trained and certified. A feeling of camaraderie, team spirit and enjoyment among our staff is evident in the relationships they build with the children. We do our best to make wonderful memories for your child as they have fun learning to swim. Character values are a key part of the Family YMCA, and we incorporate this aspect of youth development in everything we do. Check with your kids as the session progresses to find out how learning the core values of caring, honesty, respect and responsibility is part of our daily curriculum.

## REGISTERING FOR CAMP

We are happy your camper will be joining us this summer. It is important to meet all the steps of the registration process to make sure your camper is ready to go at the start of this summer.

### Forms required to attend camp:

- Camp registration, completed on both sides and signed
- Camper Pick up form, completed and signed
- Parent health form, completed and signed
- Copy of a physical less than 2 years old that includes dates of last physical, results and vaccinations history.
- Medication Authorization form for any medications coming to camp.

All the necessary forms are available on our website, [westporty.org](http://westporty.org), or at the Bedford Family Center.

### Forms can be submitted the following ways:

- Scanned and emailed to [Mahackeno@westporty.org](mailto:Mahackeno@westporty.org)
- Mailed to 14 Allen Raymond Lane, Westport, CT 06880
- Dropped off in person at the Bedford Family Center
- Faxed to 203-226-2607 (please call to confirm receipt).

All fees must be paid in full prior to the start of camp or the child may not be allowed to attend.

## REFUNDS

- Refunds for camp fees are granted ONLY for a child's illness or injury which takes him/her out of the camp session. Medical requests from your physician must be in writing.
- Refunds requested before May 1, 2017 will be refunded minus \$75 per session.
- Refund or credit requests will NOT be accepted after May 1, 2017.

## GENERAL POLICIES

- There is a \$25 late fee for any past due account.
- Failure to remit full payment by the due date will result in an inability to attend camp.
- Incomplete registration forms will not be processed. All registrations must include a current physical, the parent health form and the pick up authorization form.
- We cannot assist with arranging play-dates, carpooling, or babysitting. We will not give out the contact information for other campers or parents.
- The Westport Weston Family YMCA does not provide health or accident insurance. The parent/guardian assumes total liability for all charges incurred for medical treatment or property damage.
- If excessive behavior/disciplinary problems occur, we reserve the right to terminate placement.
- All policies apply to Leaders/Counselors in Training as they are campers.
- Anyone who is going to be picking up your child from camp must be listed on the pick up authorization form. You may add an individual by emailing the camp prior to that day's pick up. Everyone who is picking up must provide a photo ID each day.
- The first aider or director reserve the right to send a camper home in case of illness or injury.
- If your camper is ill and must go home, parents will be contacted by phone. Parents must immediately pick up the child or make arrangements for emergency contact to pick up.
- If your camper is having a problem at camp, we ask that you inform your camper's Unit Director of the situation as soon as possible so that we may be more effective in providing a solution.
- Positive and honest communication between the parents and camp staff is important. If your child has limitations or behavioral challenges, the more we know the more we can make their summer successful. Failure to inform the camp of these situations at the time of registration will affect their participation and experience at camp.

## **CAMPERS CODE OF CONDUCT**

The Westport Weston Family YMCA promotes character development. Campers and Parents are expected to abide by the Camp Mahackeno rules and policies. Guardian signature on the registration form acknowledges the agreement to follow these policies.

- Show respect to other campers, staff and property at all times. Swearing, fighting and/or disrespectful behaviors are not permitted.
- Be accepting of others to join in any activity.
- Listening to instruction from camp staff.
- Be a good sport whether you win or lose and stand up for the rights and wellbeing of others.
- Leave items such as electronics, sports equipment, pets and other things of value at home. The Westport Weston Family YMCA will not be responsible for lost or stolen valuables.
- Do not bring or use non prescribed drugs, alcohol, tobacco products or weapons to camp. These are strictly forbidden at all times. Violation is cause for immediate dismissal from any Family YMCA program.

## **BEHAVIOR MANAGEMENT POLICY**

Staff will work with children to correct behavior problems. This may include talking about the behavior, mediating conflicts between campers, giving time outs or limiting camp activities that the child may participate in. If behavior continues, the punishments may increase to suspension from camp or termination of their time at camp. Camp staff will contact parents to let them know if bad behavior is progression to a point where suspension may be warranted.

There are some behaviors that may lead to a child being suspended or expelled from camp without notice. These can include behaviors such as hitting, fighting, running away from the group or showing extreme disrespect to other campers, staff, camp property or to themselves. If we do call home to have a child picked up, we do require that it happen as soon as possible. A delayed pick up may result in suspension from the next day.

## **TERMINATION OF CAMBERSHIP**

Camper's attendance will be terminated if a camper engages in vandalism, theft, or unnecessary roughness, uses obscene or threatening language, or acts in an abusive or intimidating manner to other campers or staff including cyber-bullying. Staff are responsible for enforcing the Camper Code of Conduct. Refunds are not given for suspension or termination.

## **COMMUNICATIONS WITH CAMP**

We realize that parents will have lots of questions about camp and we want to do our best to have good communication with you. If you have questions or concerns about camp, please let us know. Phone 203-226-8981 or email us at [Mahackeo@westport.org](mailto:Mahackeo@westport.org). We will try to respond to you as soon as the camp day allows. Camp will also be sending out email newsletters, so please be sure camp has your correct email address so you can be included in these emails.

If you send a note into camp, please be sure to include your child's name and group number, the date of the note and clearly explain what you need so that we can be sure to respond correctly.

## **CAMP EVALUATIONS**

Each session you will receive a camp evaluation. This tool allows us to see how we are doing. It is a chance for you to tell us what we are doing well and how we can improve. Please take the time to complete these evaluations when they come to you.

### **Swimming Program**

Your child will swim two times a day. For the swim lessons in the shallow, warm-water pool, children are divided into groups based on ability. Each group is supervised by a qualified swimming instructor. A certified lifeguard and Hafaday counselors supervise on deck. The kids who are able to swim well, will have their lessons in the lap lanes.

During free swim one-two counselors (or volunteer) is in the water with the children while another counselor and a lifeguard supervise from the pool deck.

## **CAMP STAFF**

Many of our camp staff have grown up in our YMCA camps and are enthusiastic about sharing our traditions. Camp staff are selected because of their experience working with children and the skills and interests they can share with our camp community. Throughout the summer your child may find a staff member that they enjoy a great deal. We are happy that these relationships are built, but we do not allow our staff to babysit for families they meet at camp. Please respect that camp staff are asked not to have private communications with campers and parents outside of camp. This includes emailing, texting and Facebook.

## CAMPER DROP OFF & PICK UP

All Hafaday campers will be dropped off and picked up in front of the YMCA in the circle driveway. Parents must stay in their car during drop off and pick up. If you need to speak to a staff member, we ask that you park in the main lot and walk in. This will help us keep the drop off and pick up lines moving. Please have your child's bags easily accessible for a staff member to retrieve them when taking your child out of the car. Please have all pets secured in the car so they don't get out while we are helping your child in or out of the car.

## RELEASE OF CAMPERS

Anyone picking up the child must have their photo ID on them and must be on the pick up authorization form. Please be patient during the pick up process. When everyone works together we will keep the line moving and our campers safe.

## LATE PICK UP

There is fee for arriving late to pick up your camper: \$25 for each 15-minute increment. Emergency contacts will be called after 15 minutes. Per State licensing regulations, if no one is available for pick up the Westport Police Department will be contacted.

## ARRIVING LATE/LEAVING EARLY

Please make every attempt to have your child to camp on time and to schedule pick up at the normal time. A late arrival or early pick up will likely result in your child not being able to participate in an activity. For example, if you are picking up or dropping off during swimming, your child will likely not get to participate.

If you arrive late to camp, please park in the main lot of the YMCA and bring your child to the front desk, a staff member will not be available to come outside to get your camper. If you need to pick up early, please let the camp know ahead of time so they can have your camper ready. Please be patient if you have to wait and give yourself plenty of time to pick up prior to your appointment.

## 2017Hafaday Daily Activity Schedule

<b>Time</b>	<b>Green</b>	<b>Blue</b>	<b>Yellow</b>	<b>Red</b>
8:20 - 8:45	Drop Off 8:25	Drop Off 8:40	Drop Off 8:20	Drop Off 8:35
8:55 - 9:35	Lesson	A & C	Free Swim	Gym
9:40 - 10:15	Gym	Lesson	A & C	Free Swim
10:25 - 10:50	Snack	Snack	Snack	Snack
11:00 - 11:35	Free Swim	Gym	Lesson	A & C
11:40 - 12:15	A & C	Free Swim	Gym	Lesson
12:25 - 12:55	Pick Up 12:35	Pick Up 12:45	Pick Up 12:30	Pick Up 12:40

Parent Observation takes place the Friday of each session. The times for each observation are as follows

- Green Group– 9:00
- Blue Group– 9:45
- Yellow Group– 11:05
- Red Group 11:45

## What does my child need to bring to Hafaday?

Each day your child should wear his or her bathing suit to Hafaday. Please be sure to label everything. We can not be responsible for keeping track of your child's clothing. Each child should also pack the following every day:

- Extra bathing suit – one should be on under their clothes when they arrive
- 2 towels
- Snack – something healthful to eat or drink (please, no nuts)
- Underwear & change of clothes (placed in a large Ziploc bag)
- Earplugs or Goggles (if necessary)

Place a few extra-large Ziploc bags in the backpack. This will allow dry items to stay dry.

## Health/Medication Policy

Each camper must provide a copy of a current physical that is no more than 2 years old at the time they register. Registrations will not be completed until health forms are submitted. We do accept a copy of the school health form, but also require parents to complete the parent side of the camp physical as well. Children may not attend Camp without this form being submitted.

Minor injuries or illnesses will be treated at camp and may not warrant a phone call home. The Westport Weston Family YMCA reserves the right to temporarily deny any child admittance to the program for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. When a child becomes ill during the day, we will allow him/her to rest quietly, away from the other children. Families will be contacted immediately to arrange for the child to go home. If families cannot be reached or are unable to pick up their child, the listed emergency contacts will be called. Children diagnosed as having a contagious disease must remain at home until all danger of contagion has passed. The Family YMCA will not administer medications (Tylenol, Benadryl or prescription). The parent/guardian must administer all medication.

If your child requires emergency medication (Benadryl, epi pen, inhaler or Auvi-Q), you must provide the camp with a completed Medication Authorization form that is signed by the physician. We require a form for each type of medication coming into camp. All medications must have the correct dosage amount and delivery method (pill vs. liquid) listed on the form, may not be expired and must come in the original container with the pharmacy label. No medication will be accepted without the authorization form.

## Emergency Policy

In the event of an emergency, the camp staff will decide how to best treat the child or respond to the situation. Our response to the emergency will be the priority for our staff. We will contact parents at the first possible moment as long as it doesn't interfere with treatment of the child or emergency.

If family cannot be reached, we are authorized by your signature on the health form to secure appropriate medical attention from your child's physician or our consulting pediatrician. Treatment may also be provided by Westport EMS. Should your child's condition warrant further action, we will utilize 911; an ambulance will transport your child to the nearest hospital (Norwalk Hospital). In the event of a medical emergency, our staff may call 911 prior to your arrival. That decision will be made by our staff and transporting your child to the hospital will be decided by the staff and paramedics.

## LUNCH/SNACK

Please send your child's snack in a lunch box clearly marked with their name. We are a nut free program so peanut butter and other nut products are not allowed. Please send snacks that your child can open and eat neatly without assistance. Yogurt, juice boxes, and bags they can't open on their own are not recommended. Staff are on hand to assist but we find these items make a difficult mess for the children to clean up after snack. Snacks are not refrigerated so please use an ice pack or send items that do not require refrigeration.

## LOST AND FOUND

Most items lost at Hafaday are lost in the locker room and end up in the locker room lost and found bins. Please make sure your label your child's clothing and bathing suits and teach them to dress and undress themselves and how to place their items in their bags. Staff are in the locker rooms and try their best to keep everything straight but some things may go missing. Please keep in mind items like goggles can easily go missing. Please keep them labeled. We suggest not buying expensive suits and goggles that would cause a problem if they went missing.

## GOALS THAT MAKE THE MISSION HAPPEN

- Encourage the development of physical skills through participation in a variety of active programs.
  - \* Measured through seeing campers progress in swim lessons and the development of other skills.
- Encourage and teach positive Character Development with a focus on the four core values of the YMCA: Caring, Honesty, Respect and Responsibility.
  - \* Measured through comments in parent surveys and seeing development in the campers and their relations with others.
- Promote feelings of self-confidence and self-worth through participation in group activities where campers leave camp with a greater respect for others and respect for self.
  - \* Measured through comments in parent surveys as well as staff recognition of camper improvement of self-confidence.
- Teach and model an appreciation for the natural beauty of the outdoor world and teach the need to work toward its preservation through programs that develop knowledge of respect for our environment. Campers leave camp with a sense of their role in preserving the environment.
  - \* Measured through behaviors of campers toward camp and the preservation of camp space.
- Develop skills such as persistence, determination and good judgment through progressive learning systems such as swimming, archery and canoeing.
  - \* Measured through comments in parent survey as well as staff recognition of camper improvement.
- Develop leadership and life skills in each of our campers by providing programs that nurture and explore each camper's personal growth.
  - \* Measured through comments in parent survey and staff recognition of camper improvement and growth.