WESTPORT WESTON FAMILY YMCA

mini MACK

2027



PARENT HANDBOOK

2027 MINI MACK PARENT HANDBOOK

TABLE OF CONTENTS

MINI MACK CAMP MAP 2

2027 CAMP WEEKS AND HOURS 3

YMCA CHARACTER VALUES & CHARACTER DEVELOPMENT 5

GENERAL CAMP INFORMATION 6

BILLING & PAYMENTS 7

CAMPER DROP-OFF & PICK-UP INFORMATION 9

CAMP GROUPINGS 11

THINGS TO WEAR AND BRING TO CAMP 12

LUNCH & MORNING SNACK 13

CAMP STAFF 13

CAMP MINI MACK AQUATICS 15

HEALTH & SAFETY 16

DIVERSITY & INCLUSION 20

Y CARES CAMP IS FOR EVERYONE 23

BEHAVIOR EXPECTATIONS AND ACCOUNTABILITY 23



MINI MACK CAMP MAP



2027 CAMP WEEKS AND HOURS

CAMP WEEKS	CAMP HOURS
Mini Camp Week A: June 7 – June 11 Mini Camp Week B: June 14 - June 18	8:30 AM - 12:30 PM M-F • Drop-off: 8:30 – 8:55 PM • Pick-up: 12:30 – 1:00 PM
Week 1: June 21 - June 25 Week 2: June 28 - July 2 Week 3: July 7 - July 11 Week 4: July 12 - July 16 Week 5: July 19 - July 23 Week 6: July 26 - July 30 Week 7: August 2 - August 6 Week 8: August 9 - August 13	8:30 AM - 3:00 PM M-F • Drop-off: 8:30 – 8:55 PM • Pick-up: 3:00 – 3:30 PM Half Day option available: 8:30 AM – 12:30 PM with pick-up by 1PM

LETTER FROM THE DIRECTOR

Dear Camp Families,

Welcome to Camp Mini Mack! We are thrilled to have your family as part of our camp community this summer. Whether this is your camper's first summer with us or a welcome return, we are excited to partner with you in creating a meaningful and memorable experience.

At Camp Mini Mack, our mission is to provide a safe, fun, and inclusive environment where every child can explore new interests, build friendships, and grow in confidence and character. Guided by our core values of caring, honesty, respect, and responsibility, our dedicated staff work hard to ensure each camper feels supported and celebrated for who they are.

This summer, campers can look forward to weekly themed art projects, outdoor play, swim lessons, introduction to sports, in-house field trips, and much more. Our goal is to help campers develop new skills, strengthen friendships, and create memories that last a lifetime.

Please take a moment to review the Parent Handbook for details about drop-off and pick-up procedures, packing lists, safety policies, Special Cares enrollment, and more. If you have any questions before camp begins, don't hesitate to reach out to me at (203) 571-6040 or kgiglio@westporty.org—I'm here to help!

Thank you for choosing Camp Mini Mack and for trusting us with your camper's summer adventure. We can't wait to see all the growth, laughter, and joy the season will bring!



KATHY GIGLIO

Camp Mini Mack & Childcare Director
E: kgiglio@westporty.org
P: 203-571-6040



YMCA CHARACTER VALUES & CHARACTER DEVELOPMENT

The WWFY Camp program promotes four-character development values in all of our programs. During training, the staff is introduced to these values and asked to accept and demonstrate them throughout the summer.

CARING	HONESTY	RESPECT	RESPONSIBILITY
Helping others	Tell the truth	Treat others as I would want them to treat me	Do what ought to be done
Be sensitive to other's feelings	Make sure my actions match my values	Value the worth of every person and of me	Be accountable for my behavior

YMCA PILLARS

YOUTH DEVELOPMENT
Nurturing the potential of every child and teen

HEALTHY LIVING
Improving the health and well-being of our community.

SOCIAL RESPONSIBILITY
Giving back and providing support to our neighbors.

CAMP VISION

Our camp is a place where everyone belongs, and every voice matters. We believe in creating a safe, supportive, and fun environment where campers can explore, grow, and connect with each other. Guided by respect, kindness, and teamwork, we encourage each individual to be their best self, challenge their limits, and embrace new adventures. At the heart of our camp, we celebrate diversity, foster friendships, and build lifelong memories.



At the Westport Weston Family YMCA, we stand committed to providing a safe environment for everyone who enters our doors and participates in our programs, most importantly the safety and well-being of children entrusted to our care. Understanding the facts about child abuse is crucial for addressing abuse and informing preventative efforts, policy decisions, and support services.

To learn more or view resources visit westporty.org/cap



GENERAL CAMP INFORMATION

REGISTRATION DATES & PROCESS

Registration for Camp Mini Mack is completed online via the Camp Brain portal, located at westporty.campbrainregistration.com

REGISTRATION OPTIONS INCLUDE:

1st PRIORITY DATE FOR: • WWFY Family 1+ or Family 2+ members Includes a discount	Opens January 8, 2027, at 8:00 AM	• For WWFY members who maintain a Family 1+ or Family 2+ membership, from the time of registration through the entire period of the camper's time at camp. • Cancellation of your membership will result in the removal of the Family discount and you will be charged at community member rates. • BARCODE WILL BE REQUIRED FOR REGISTRATION.
2nd PRIORITY DATE FOR: • WWFY Youth members Includes a discount	Opens January 13, 2027, at 8:00 AM	• For WWFY Youth Members who maintain that membership level from the time of registration through the entire period of the camper's time at camp. • Cancellation of your membership will result in the removal of the Youth discount and you will be charged at community member rates. • BARCODE WILL BE REQUIRED FOR REGISTRATION.
Community Member Registration	Opens January 15, 2027, at 8:00 AM	• For Non-WWFY members in our community. • No barcode required.

NOTE: You cannot register campers who do not reside in your home or of whom you are not a parent or guardian. You may not use priority registration to register campers who are not immediate family members, such as nieces, nephews, family friends, or similar. Any registrations that violate this rule will be cancelled.

REQUIRED FORMS & SUBMISSIONS

Forms must be uploaded online to your family's Camp Brain account no later than June 1, 2026. Failure to submit required forms may result in the cancellation of your registration.

- Registration Form (online on Camp Brain).
- Authorized Pick-Up Form (online on Camp Brain).
- Camper Physical (see section on Camper Physical, below).
- If relevant, Medication Authorization & Individual Care Plan Forms (see section Medications).
- View Camp Mini Mack Forms & Documents

CAMPER PHYSICAL

Failure to submit a camp physical may result in the suspension or cancellation of the registration, subject to the Camp Director. No camper will be allowed in camp without a completed health assessment on file that meets all State of Connecticut Office of Early Childhood requirements. NO EXCEPTIONS.

The deadline to submit a full and complete physical is June 1, 2027.

- Physical must be no more than 2 years old to cover the campers entire time at camp

- The Connecticut Health Assessment Record must be completed in full, including the physical assessment and immunizations.

THREE STEPS REQUIRED FOR MEDICATION ADMINISTERED AT CAMP

Campers who require medication at camp (prescription or over-the-counter), for allergies or for any other reason, must submit the following:

STEP 1	STEP 2	STEP 3
Medication Authorization Form	Care Plan	Medication Drop-off
• Signed by camper's doctor and parent • Valid for the camper's time at camp • One form needed for each medication that may need to be administered at camp • Due by June 1, 2027	• Signed by camper's doctor • Sample care plans available at: Camp Mini Mack Forms and Documents • Due by June 1, 2027	• Unopened, in original packaging • Unexpired • For prescription medication, prescription label must be attached • Drop-off at main building to First-Aid Coordinator • Due no later than one week prior to camp

A Care Plan may also be completed for any camper who requires special or specific care needs that will help them be successful at camp, for example, for campers with dietary restrictions, learning disabilities, behavioral needs and situational needs. Non-medication Care Plans may be completed by a parent/guardian.

BILLING & PAYMENTS

REGISTRATION FEE

There is a one-time, non-refundable $60 registration fee per camper, which must be paid at registration.

DEPOSITS

A $50 deposit is required per camper for each week reserved, which must be paid at registration. Deposits are non-refundable, non-transferable and are not subject to any discounts, promotions, or financial assistance. All deposits must be made online electronically using a debit or credit card or by electronic funds transfer (EFT) at the time of registration.

BILLING OF BALANCES

Remaining balances will be automatically charged to the credit/debit card or EFT on file on the following schedule:

- First Installment Due March 1, 2027
- Second Installment Due April 1, 2027
- Final Installment Due May 1, 2027



A valid debit/credit card or EFT must be on file on the family's Camp Brain account.

PAST DUE LATE FEE

Any installment which remains unpaid after one week of the installment date or not paid in full by June 1, 2027, is subject to a $25 late fee for each week the installment or full account remains unpaid. Failure to make timely payment may result in cancellation of the camp reservation.

ABSENCES, CREDITS, & REFUNDS

When you enroll for a week of camp, you are taking the spot of another camper and are reserving the time, space, staff, and provisions (which are purchased in advance) for your camper, whether they attend or not. Cancellations must be submitted in writing by email to kgiglio@westporty.org for Camp Mini Mack.

- Full refund prior to 5PM on Feb 26, 2027: Prior to 5PM on Feb 26, cancellations are accepted and full refunds of any payments made will be processed, minus the non-refundable registration fee and the non-refundable weekly deposits.
- Partial Payments After March 1, as follows:
    - After Feb 26, 2027 at 5PM, cancellation will result in the forfeiture of the March payment, registration fee, and deposit.
    - After March 31, 2027 cancellation will result in the forfeiture of the March and April payments, registration fee, and deposit.
    - After April 30, 2027 cancellation will result in the forfeiture of the entire payment, including registration fee, and deposit.



CANCELLATION BASED ON DOCUMENTED ILLNESS OR INJURY

No reduction of cost, refund, or credit will be issued if a child is absent from camp. In the event of a documented serious illness or injury accompanied by a doctor's note, a credit may be issued to use towards an alternate week of camp. If an alternate week of camp is not suitable, a refund may be issued at the discretion of the Camp Director minus the non-refundable registration fee and the non-refundable weekly deposits.

CANCELLATION DUE TO EXTREME FAMILY EMERGENCY

In the event of an extreme family emergency and on a case-by-case basis, such as loss of a loved one, a credit may be issued to use towards an alternate week of camp. If an alternate week of camp is not suitable, a refund may be issued at the discretion of the Camp Director minus the non-refundable registration fee and the non-refundable weekly deposits.

BEHAVIORAL ISSUES RESULTING IN SUSPENSIONS OR EXPULSIONS

If a camper is suspended or expelled from camp, a refund for that suspension or expulsion period will not be issued. Campers may be dismissed from camp without notice if their behavior is consistently disruptive or threatens the health and safety of other campers or staff. Behavior guidelines apply to parents/guardians too, and a camper may be dismissed due to the actions of parents/guardians. Please refer to the Behavior Management Policy and the Parent Code of Conduct.

CAMP CLOSURE

No refund or credit will be issued should inclement weather cause camp closure, including the closing of specific activities (e.g. swimming, canoeing).



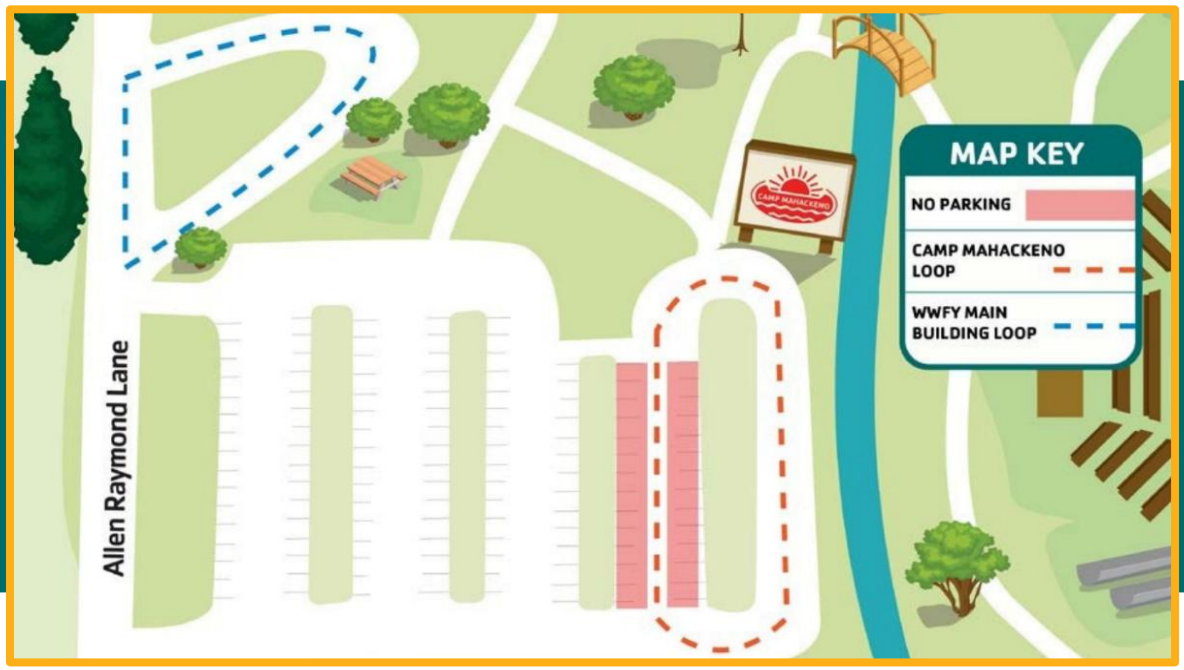
CAMPER DROP-OFF & PICK-UP INFORMATION

CAMPER DROP-OFF

WEEKS A & B	WEEKS 1-8
Camp Mahackeno Loop (follow the orange Mahackeno signs) **8:30 – 8:55 AM**	WWFY Main Building Loop (follow the teal Mini Mack signs) **8:30 – 8:55 AM**

CAMPER PICK-UP

WEEKS A & B	WEEKS 1-8
Camp Mahackeno Loop (follow the orange Mahackeno signs) **12:30 – 1:00 PM**	WWFY Main Building Loop (follow the teal Mini Mack signs) **12:30 – 1:00 PM, 3:00 – 3:30 PM**



HOW DO YOU PICK-UP IF YOU HAVE CAMPERS IN CAMP MAHACKENO AND CAMP MINI MACK?

If you have campers in Mahackeno and Mini Mack, all campers in the family will be picked up at the WWFY Main Building Loop between 3:00-3:30 PM.

PERSONS AUTHORIZED TO PICK-UP

- Only individuals 18 years or older and on a camper's Authorized Pick-Up List can pick-up a camper.
- The family is responsible for maintaining the Authorized Pick-Up List on Camp Brain.
    - Log in to westporty.campbrainregistration.com on a laptop or desktop (changes not possible via smartphone)
    - View "My Submitted Applications"
    - Under "Form" Click on "Update Household Information"
    - Scroll all the way down to "Authorized Pick-Up List."

FAILURE TO PICK-UP AT THE SCHEDULED TIME

There is a late fee for arriving late to pick up your camper to cover the administrative and staff costs of remaining with the campers after the camp day is finished.

- Emergency contacts will be called at the end of the camp day if a child is not picked up by the cut off time.
- Late pickups are billed at a rate of $15 per 15-minute increment past dismissal time, which will be billed to your Camp Brain account. After 15 minutes, a second $15 charge will incur, repeating every 15 minutes until the camper is picked up.
- Per state licensing regulations, if no parent, guardian, or emergency contact can be reached after 60 minutes, the Westport Police Department will be contacted for further assistance.

DROP-OFF & PICK-UP SAFETY GUIDELINES

- Do not exit your car - a staff member will meet your camper at the car and assist them out. If you have a camper that needs assistance with buckling their seatbelt, we ask that you allow our staff to assist. All staff are trained on proper car seat laws and buckling.
- Important: Follow all instructions by staff members directing traffic.
- Do not drive forward or weave through cones until instructed by a member of staff. This is for the safety of our campers, counselors, and staff.

LATE DROP-OFF PROCEDURES

Activities begin promptly at 9:00AM. Campers who arrive late to camp may miss swim lessons or the beginning of their activities. As it can be disruptive to a camper's experience and impede their transition into the camp day, we encourage parents to allow their campers to arrive on time and begin the day with their peers.

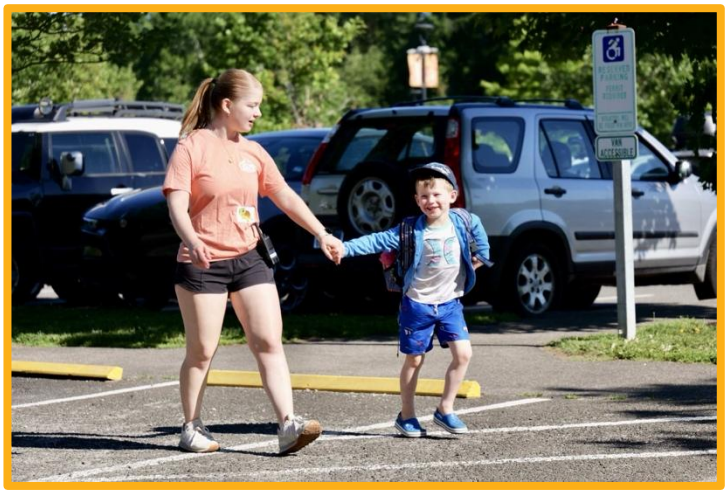
Any camper dropped off after 8:55AM must be walked by their adult to their activity area. You may check in with the front desk to inquire where your child's group is, then bring them there yourself. To keep in line with State of CT state ratio laws, our staff cannot leave their group to pick-up your child from you.

EARLY PICK-UP PROCEDURES

Campers who are picked up early may miss important activities, including group activities, swim lessons, or special events. Early pickups can be very disruptive to a camper's experience and we encourage parents to allow their campers to enjoy their full day with their peers.

If a child is being picked up early a parent/guardian must check in with the Director in writing beforehand and check in with the Membership desk upon arrival to find out where their child's group is.

Early pick-up cannot be arranged by telephone or by sending a note in with the camper. Pick-up persons must walk to the child's location to get them. You must bring in a photo ID and sign out your camper. Telling a staff member out loud and in person may not get the message to the correct people, so please email Kathy at kgiglio@westporty.org.



CAMP GROUPINGS

Groups are arranged with no more than 14 children each, including Special Cares participants. We attempt to group children by age, meaning children that are 3 will not be grouped with older 4's, 5's, or 6's, etc. Children may attend Camp Mini Mack up through the summer they are entering 1st grade.

MINI MAHACKENO GROUPINGS

- Seahorse
- Starfish
- Nemos
- Jellyfish
- Octopus
- Sharks
- Dolphins
- Orcas

COUNSELOR TO CAMPER RATIO

Counselor-to-camper ratio for each group is 1:5



GROUP REQUESTS

Our camp is a place that is welcoming and inclusive to all — a place where each camper can meet and make new friends, grow through new experiences, increase independence, learn how to successfully navigate group dynamics, and develop essential social and interpersonal skills.

Groups are finalized prior to camp starting. Group and/or friend requests are not accepted given as our practice is to be welcome and be inclusive of all.

We reserve the right to move campers to a different group mid-session or for future weeks if behavioral issues warrant it, to be determined by the Camp Director.

If a family has twins or triplets and has concerns about their group placement, please contact Camp Mini Mack Director at kgiglio@westporty.org after registration.



THINGS TO WEAR AND BRING TO CAMP

Campers should wear comfortable clothing that is easy to move in, take on and off, and is appropriate to the weather of the day. We understand that sneakers and lace-up shoes can be tricky for our youngest campers, so we do allow Crocs and other closed-toe sandals at our camp, as long as children are comfortable running in them.

OTHER ITEMS NEEDED AT CAMP

WHAT TO PACK



- Bathing Suit – should be worn under clothes when they arrive at camp
- 1 Towel
- 2 Nut-free snacks
- Lunch in an insulated lunchbox with an ice pack
- 2 full changes of clothes, placed in a Ziploc bag labeled with child's name
- Goggles (Optional)
- Water bottle

WHAT TO KEEP AT HOME

We believe that certain items are best left at home to maximize your camper's outdoor experience. Campers are not permitted to bring handheld electronics, trading cards, jewelry, or toys. Any of these items will be collected and held in the Camp Office until the end of the day.

Please note that household pets are not permitted on the premises of the WWFY.

LOST & FOUND

Lost or misplaced items are an unavoidable occurrence at a camp of our size and with such young children. If your child arrives home missing items, please contact the Director via email or the ClassDojo app as soon as possible. Include a picture and/or description of the items so the leadership team can look for it the following day. Lost and found items are located in the indoor locker rooms and/or in a bin at the arrival/dismissal tent. Please note that because we share the facility with hundreds of members daily, items may be in several places in the building and may take a few days to find.

To avoid disappointment, follow these guidelines:

- Label all items with the first and last name of the camper and, if possible, a phone number.
- Encourage younger campers to put their belongings back into their bags when finished.
- Do not send your camper in with video games, iPads, cell phones, Apple Watches or other expensive items.
- Do not send your camper in with sentimental items, such as a favorite stuffed animal or toy.
- Do not send your camper in with extraneous and unnecessary items.

LUNCH & MORNING SNACK

Campers should be sent in with snacks in their bag that do not require refrigeration. Each group will eat together under one of our tents or pavilions and campers can see friends in other groups. Please send lunch in an insulated lunchbox with an ice pack, clearly marked with your child's first and last name.

NOTE: We are a Peanut and Tree nut free facility. Sun butter and Wow Butter is permitted Please ensure that all lunches and snacks are nut-free. If you send in a peanut substitute (such as Sun butter and Wow Butter, etc.) please include a note on the lunch box identifying the item or we may have to remove the sandwich to ensure the safety of potentially at-risk campers.



HYDRATION

Maintaining proper hydration is very important during the summer. All campers are asked to bring in a reusable and refillable water bottle, labeled with their full name. There are many refilling stations around camp, and the campers will fill their bottle multiple times during the day.

CAMP STAFF

LEADERSHIP

The Camp Director, Administrators, Unit Directors, and Counselors are a dedicated group of qualified camp staff who have made their way through the ranks of camp or have experience in camp and youth development programs. Each summer, the management team is carefully selected to ensure the utmost professionalism, risk management, and program standards are maintained. The protection and safety of children is our priority. Camp staff are selected because of their experience working with campers and the skills and interests they can share with our camp community.

OUR SCREENING

We have a multi-layered approach to reviewing, interviewing, and screening all camp positions. During the hiring process, all candidates undergo a background check through the Department of Children and Family Services, a local and national background check, a review through the National Sex Offender's registry and security watch list, and background check through the Office of Early Childhood.

OUR TRAINING

We are strongly committed to providing a quality camp program for all. The Y offers staff the opportunity to grow both personally and professionally through ongoing development and training. Camp staff participate in 30+ hours of training prior to summer!

Trainings include child abuse prevention and identification, First Aid, CPR, YMCA Character Development training, and more. Supervisors and Camp Directors complete additional trainings to promote a child-safe environment.

CHILD ABUSE PREVENTION

The WWFY also recognizes that members can contribute to their own safety if they know what is acceptable and what to expect from employers and volunteers and other members. Considerable research shows that repetition and reinforcement work to heighten awareness of abuse risk and prevention. Our organization uses a variety of methods for maintaining ongoing awareness of abuse risk and prevention amongst members such as:

- Publishing quarterly information on abuse risk and prevention in our email newsletters.
- Participating annually in "Five Days of Action" which brings awareness to Child Abuse Prevention and related Educational Resources.
- Conducting regular staff performance evaluations that incorporate the practice of abuse prevention policies and procedures.
- WWFY Safety Committee - This team monitors incidents of abuse quarterly and make corrective actions as needed.
- Updating the member handbook as needed with education or revised policy information.
- External Resources: Connecticut Department of Children & Families (800) 842-2288 | Praesidium: (800) 822-9622

POLICY ON ASSOCIATES WORKING WITH CAMPERS OUTSIDE OF Y TIME

We know how amazing our staff are, and that's why we understand that sometimes families will seek out camp staff to provide babysitting and other services on their own time. Camp Mini Mack does NOT permit employees to provide babysitting or other services to families or children they meet through Y programs. In addition, Y team members should not provide transportation in a personal vehicle or be in personal contact with your camper outside of Y programs. This includes personal communications through email, texting, phone calls, letters, or contact over the internet/social media.

Such policies are designed to protect campers and staff from child abuse and/or false allegations. Parents/guardians are asked to respect this policy by not asking counselors or staff to perform babysitting or other services and to report any violation of this policy to camp leadership.

COMMUNICATION

We realize that parents will have lots of questions about camp. If you have questions or concerns about camp. You can reach administrators through the ClassDojo app provided to you in the welcome email each week or by emailing the Director, Kathy Giglio, at kgiglio@westporty.org We will respond to you as soon as possible after the camp day and pick-up is completed.



Please realize that our Camp Directors, Administrators, Unit Directors, and Counselors spend the majority of the day on the grounds of Camp and their access to email is limited during that time. Please refrain from sending in written notes, as written notes in a camper's backpack or handed to a counselor may go astray.

PRIVACY

We maintain the privacy of our campers, their families, and our staff. We will not share the names or information of our campers or their families without a guardian's authorization.

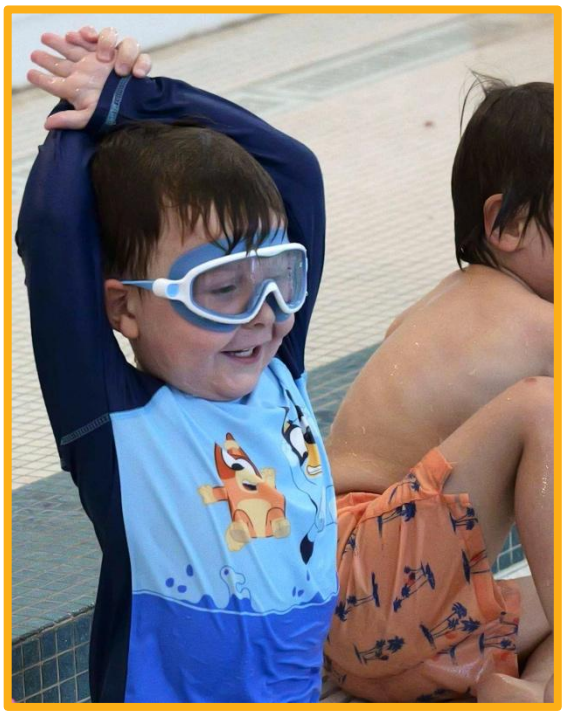
- Family Contacts: We cannot provide camper information to assist in arranging playdates or connecting families for social interactions without a guardian's authorization. If there is a request for family contact details to schedule an out-of-camp social interaction, we will always ask permission before sharing any details.
- Health or Behavioral Issues: We do not share camper's names or information in connection with any incidence of behavioral issues, disciplinary actions, or medical issues (e.g., lice).
- Staff Contact Details: We do not allow our staff to babysit for families they meet at camp and will not be able to share counselor contact details for this or any other purpose.

CAMP MINI MACK AQUATICS

At Camp Mini Mack we take pride in our commitment to keeping kids safe and hold water safety at utmost priority during swim instruction and free swim throughout the week.

SAFETY POLICIES

All WWFY lifeguards are certified and trained through American Red Cross and local Health Department guidelines. Our lifeguards and Aquatics Management Staff are well trained to prevent and respond to any aquatic emergency and to provide appropriate care if necessary. To ensure Aquatics Safety, all WWFY staff are empowered to enforce all rules and policies accordingly.



SWIM LESSON LEVEL DESCRIPTIONS

Stage 1: entering and exiting the pool safely, submerging comfortably, putting their face down/blowing bubbles, gliding with assistance, kicking horizontally with assistance.

Stage 2: building kick strength, back floating independently, getting breaths while swimming – picking head up and rolling onto back, assisted treading,

Stage 3: comfortably breathing while swimming on front and increasing distance, swimming on back, short distance elementary backstroke and full backstroke, short independent treading.

Stage 4: strengthen backstroke, develop freestyle rotary breathing, develop dolphin kick and breaststroke kick, introduce butterfly and breaststroke arms and diving, independent treading.

SWIM EVALUATIONS

On the first day of each weekly session, campers take a swim test in order to determine their level of swim proficiency. The swim tests are conducted by WWFY swim instructors.

SWIM INSTRUCTION AND FREE SWIM TIME

During each daily session, 30 minutes will be dedicated to swim instruction and 30 minutes will be dedicated to free swim in the splash pad. During free swim all children will be under the supervision of lifeguards and camp counselors.

YMCA POOL RULES

- Lifeguards have the authority to enforce all pool rules.
- No one will be allowed in the swimming area unless the pool is officially open and a lifeguard is on duty.
- No running, rough play, dunking, wrestling, or other improper conduct causing undue disturbances on or around the pool area will be permitted.
- No diving in water less than 9 feet. Front diving only.
- No prolonged underwater swimming for time and/or distance.
- Items deemed to be dangerous or unsafe by lifeguard are not permitted in pool area.
- The Health Department requires all patrons must take a cleansing soap shower before entering the deck area.
- Pool users must wear swimming suits or swimming trunks upon entry into the pool.
- Food or refreshments are not permitted on the pool decks.
- No glass allowed on the pool deck.
- Inner tubes, inflated boats, and rafts are not permitted in the pools. Small toys or balls may be allowed in the pools.
- Foul language is prohibited.
- Persons with open sores or skin diseases are not permitted in the pool.
- Use of diving block is prohibited – exception only for WWFY swimming programs.
- All participants are expected to adhere to the WWFY Code of Conduct.



HEALTH & SAFETY

FIRST AID

All Directors on the leadership team are certified in First Aid and CPR. Camp Mini Mack also employs a First-Aid Coordinator during regular camp hours of 8:30AM-3:30PM. No registered nurse is available.

In the event of an emergency or illness, the First Aid Coordinator will notify parents/guardians (see the First Aid Notification Procedures below). In the rare occurrence where a camper requires emergency medical services, a camper may be transported to Norwalk Hospital or another emergency facility at the discretion of the First Aid Coordinator and/or the Camp Director (see the Emergency Policy below). In addition, a doctor is on call and supervises our medical and emergency procedures.

FIRST AID NOTIFICATION PROCEDURES

The leadership team sees many campers each day for minor treatment such as band-aids and tummy aches. While all campers who receive first aid will have their injuries recorded on an incident log, not every minor incident will warrant a first aid notification to guardians. The First-Aid Coordinator will call and/or email families to notify them of injury or illness at their professional discretion where the injury or illness may require follow-up care or the First-Aid

Coordinator feels notification is warranted. If a parent has any concern about the health and well-being of their camper or has a query about an injury or illness, email the Director at kgiglio@westporty.org.

ILLNESS, FEVER, OR COMMUNICABLE DISEASE

For the well-being of all campers and staff, do not send your child to camp if they are displaying any symptoms of illness. For the protection of all, our camps reserve the right to temporarily deny any camper admittance to the program for reasons of obvious illness, or to request early departure should symptoms of illness become apparent during the day.

Campers must be healthy and well enough to fully participate. If your camper becomes ill at camp, the parents, guardians, or emergency contacts will be contacted, and the camper must be promptly picked up within 1 hour of being notified. Any child who has a fever of 99.9 degrees Fahrenheit or more, diarrhea, consistent cough, sore throat, pink or runny eyes, vomiting, or other must be symptom-free for 24 hours before returning to camp. Any camper with a communicable disease must remain out of camp for the prescribed isolation period designated by the physician.

CONCUSSION MANAGEMENT

If there is any sign that your camper may have suffered a concussion due to a trauma to the head, they will be removed from activities immediately. The First Aid Coordinator will evaluate your child and make a call home so that you can follow up with your primary care physician. Your camper will not be permitted to return to camp activities until written medical clearance from a licensed health care professional is received. For more information on Connecticut regulations regarding concussion protocols for licensed youth camps, please visit www.ctoec.org/licensing/youth-camps/.

POTTY TRAINING POLICY

All campers must be fully potty trained and able to clean themselves after a bowel movement. Children who are not potty trained or who require pull-ups or swim diapers will not be accepted. If a camper experiences incidents related to being unable to use the bathroom facilities independently, the Camp Director reserves the sole discretion to cancel the camper's registration.



LICE POLICY

If your camper should develop head lice, please keep your camper at home until they have been treated. If the First-Aid Coordinator determines that a camper has lice, parents are requested to pick-up their child at once. The child will be readmitted to camp when the camper has received lice treatment and has been cleared by the First-Aid Coordinator. An email will be sent to the relevant group (without sharing any camper's name) to advise of the existence of lice and advising parents to check their campers. The YMCA has a "no nit" policy.

MEDICATIONS

The parent/guardian must administer all over-the-counter medications at or before the camp day. Campers are not permitted to bring medication to camp to administer themselves under any circumstances. If your camper requires emergency prescription or over-the-counter medication (e.g. Epi-Pen, asthma inhaler, Benadryl) or daily medication (e.g. ADHD medication), families must provide the camp with a completed Medication Authorization Form signed by the doctor and parent/guardian (one form for each medication that may need to be administered at camp), in order for your camper to be able to attend camp.

In addition to the Medication Authorization, all medications must be accompanied by an emergency plan (EAP), completed and signed by the camper's doctor. The EAP must cover the dates of camp. The Medication Authorization Form and EAP must be provided by June 1, 2027.
All medication that may need to be administered at camp must be provided to camp at least one week prior to the session. All medications must state the correct dosage amount and delivery method (pill vs. liquid) listed on the EAP and Medication Authorization Form.

Item	Requirements	Due Date
Medication	• Unopened • Original Packaging • Unexpired • Prescription Label in Camper's Name	• One week prior to the start of camp • Medication is not accepted on the first day of camp and a camper who brings medication on the first day of camp will not be checked in
Medication Authorization Form	• Prepared and signed by doctor • Signed by Parent	• June 1, 2027
Care Plan Sample Allergy/Anaphylaxis Plan Sample Asthma Care Plan Sample Seizure Action Plan Sample Diabetes Management Plan	• Prepared and signed by doctor	• June 1, 2027

EMERGENCY POLICIES

In an emergency, the camp staff will decide how to best treat the camper 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 if it doesn't interfere with treatment of the camper or emergency. If the parent or guardian cannot be reached, we are authorized by your signature on the health form to secure appropriate medical attention from your camper's physician, our consulting pediatrician or, where necessary, Westport EMS or 911.

In an extreme medical emergency, our staff may call 911 before your arrival. Transporting your camper to an emergency facility will be decided by the staff and emergency paramedics. Any camper transported by ambulance will have a camp staff member accompanying them to Norwalk Hospital or another emergency facility if a parent/guardian is not present.

We devote a lot of time and attention to our emergency procedures during our staff training. We have specific procedures for a "lost camper" as well as fire, severe weather, and medical emergencies. We practice these procedures during staff training and throughout the summer so that campers and staff will be prepared in the unlikely event of an emergency.

INCLEMENT WEATHER

The Westport Weston Family YMCA and Camp Mini Mack follow the guidelines and policies of the Town of Westport when it comes to closure of youth programs for weather or public safety related issues (e.g. closure for snow or other inclement weather). We are in contact with the Town of Westport and the Town of Westport Fire Department and use their advice and guidance. If the Town of Westport cancels its programming due to inclement weather, that is part of

our cancellation determination. In the event of poor air quality, the schedules and activities for all campers are modified to include low key games, and more time indoors. In the event of extreme weather, the Camp Director will decide how best to modify the camp day to create a safe and fun camp experience.



RAINY DAYS

We operate on rainy days! Most rainy-day activities take place under our covered pavilions or inside the main building. However, campers should come prepared with the proper rain gear, as we love to play in drizzles! On rainy days, please send campers with a raincoat, extra clothing, and proper footwear.

EXTREME HEAT + AIR QUALITY

In extreme heat, activities will be modified to ensure that our campers are safe, hydrated, and protected from overheating. For example, there will be an increase of water activities, including sprinklers, slip and slide, and other fun water play. We may curtail certain activities that may increase exposure to heat, where there is no shade. In extreme cases, we may use the indoor facilities for the entire camp day. Campers will take more frequent hydration breaks and will be encouraged to fill their water bottles more often. In the event of poor air quality, the schedules and activities for all campers are modified to include low-key games and more time indoors.

SUNSCREEN/INSECT REPLELLENT

SUNSCREEN

- Apply sunscreen every day before coming to camp. Do not apply it while unloading from the carpool lane.
- Sunscreen is reapplied every two hours.



Rules for staff assistance in applying sunscreen:

- Permission must be given on the Camper Registration Form during the online registration process.
- Any camper with a Camper Registration Form noting that we do not have permission may not be helped by staff.
- Camp staff will assist campers in reapplying spray or stick sunscreen only. We cannot assist with the application of lotion sunscreen.

BUG REPELLENT

- Aerosol or spray bug repellent is not permitted at Camp Mini Mack
- Bug repellent stickers and bracelets are permitted and are a good alternative.
- Rest assured, the WWFY works diligently to take care of our outdoor areas, including spraying monthly for ticks. Please contact the Director if you have any concerns.

DIVERSITY & INCLUSION

The WWFY is made up of people of all ages, from all walks of life, working side-by-side to strengthen communities. Together, we strive to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender expression, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect and responsibility — they guide everything we do.

CAMPERS WITH OTHER/DIVERSE ABILITIES

Camp Mini Mack is proud to serve a diverse community of campers and strives to make every reasonable accommodation to help each child succeed. All campers — regardless of medical conditions, developmental differences, or unique needs — are welcomed into mainstream camp groups and supported to participate meaningfully in all camp activities.

CAMPERS WITH SPECIAL NEEDS

Families of campers with significant special needs should meet with the Camp Director prior to registration to ensure the camp experience will be a good fit for the camper, the family, and the camp program.

CAMPERS WITH MEDICAL CONDITIONS

Campers with significant medical needs should meet with the Camp Director and First-Aid Coordinator before registration to confirm that camp can safely meet those needs.

- Families must communicate all medical information in advance so the camp can prepare and plan appropriately.
- Staff will partner with parents to create a plan for success and safety.
- In certain cases, the Camp Director may determine that a camper's medical or behavioral needs cannot be safely accommodated. This may include:
    - Medical needs beyond standard medication administration (e.g., complex medical devices)
    - Behavioral issues that could endanger the camper, staff, or other children
    - Situations that compromise the overall safety or integrity of the camp environment



SPECIAL CARES PROGRAM & INCLUSION POLICIES

At WWFY Camp Mini Mack, we believe every child deserves the opportunity to experience the joy, friendship, and adventure of summer camp. Our mission is to create a safe, inclusive, and supportive environment where campers of all abilities can thrive together as part of one community.

All campers enrolled in the Special Cares Program or attending with a personal aide are fully integrated into mainstream camp groups. Camp Mini Mack does not operate a separate special needs group — every camper participates alongside their peers with the support they need to succeed.

SPECIAL CARES PROGRAM OVERVIEW

The Special Cares Program provides 1:1 aide support for campers whose special needs would otherwise prevent them from fully participating in traditional camp activities. This program ensures equitable access to camp life and allows all campers to be part of their mainstream groups while receiving individualized support. Because this program serves many families, participation is limited to ensure quality and fairness.



SPECIAL CARES COUNSELORS

Campers in the Special Cares Program are paired with Special Cares Counselors, who serve as 1:1 aides and support campers within their mainstream camp group throughout the day.

Special Cares Counselors help campers:

- Participate fully in group activities
- Navigate transitions and camp routines
- Foster social connections with peers
- Build confidence and independence

Please Note:

- Counselors cannot assist with toileting. All campers must be potty trained and able to swim without swim diapers.
- Special Cares Counselors are trained camp staff, not licensed special education professionals.

ELIGIBILITY AND QUALIFICATION STANDARDS

An Individualized Education Plan (IEP) is required for registration in the Special Cares Program and helps determine eligibility. Campers typically qualify if they receive 1:1 support in school.

ADMISSION PROCESS

1. Review of the IEP, Camper Registration Form, and Special Needs Assessment Form.
2. A meeting with the Camp Director may be scheduled to discuss needs and support.
3. The Camp Director determines placement based on safety, support level, and group compatibility:
    a. Approval for the Special Cares Program,
    b. Placement in traditional camp if supports are manageable without 1:1 care, or
    c. Decline of admission if the camper's needs exceed what can safely be provided.

In select cases, campers without an IEP or 1:1 services may still be considered based on individual circumstances. The Camp Director has sole and final authority on all admission and placement decisions.

PROGRAM AND CAMP LIMITATIONS

- Campers registered in Special Cares are not eligible to attend traditional camp for additional weeks without a personal aide.
- A determination that a camper requires 1:1 support means that support is essential for the camper's safety and success and is not available in traditional camp sessions.
- The Camp Director may deny or discontinue enrollment if the level of required accommodation exceeds the camp's ability to provide a safe and inclusive environment for all.

SPECIAL CARES ATTENDANCE WITH PERSONAL AIDE POLICY

Camp Mini Mack welcomes campers who bring their own personal aide instead of registering for the Special Cares Program. All such campers remain fully included in their assigned camp group, participating alongside their peers with individualized support by their aide.

PERSONAL AIDE MUST ATTEND DAILY

- Campers who require a personal aide must have that aide present for the entire camp day each day of attendance.
- If the aide is absent or unavailable, the camper may not attend camp that day.
- Camp Mini Mack cannot provide substitute aides for campers outside of the Special Cares Program.

PERSONAL AIDE MUST BE REGISTERED IN ADVANCE

- Parents/guardians must notify camp management in advance and provide any required documentation or certifications for the aide.
- All aides must submit required paperwork, training, and background check before participating in camp. Failure to do so will result in the camper being unable to attend. No refunds or credit will be given for missed time due to this issue.



COMMUNICATION AND COLLABORATION

- Camp may request:
    - A copy of the camper's IEP,
    - A meeting with parents/guardians, and/or
    - A meeting with the personal aide before camp begins
- Personal aides are expected to work in partnership with counselors, Unit Directors, the First Aid Coordinator, and the Camp Director to support a positive, inclusive experience.
- Camp reserves the right to dismiss a personal aide whose conduct, approach, or presence conflicts with camp safety, policy, or philosophy.

Y CARES CAMP IS FOR EVERYONE

We believe every child should have the opportunity to experience Camp Mini Mack. Each year the WWFY raises funds through our Annual Campaign to help families in need participate in all the things the WWFY has to offer, including sending campers to camp. https://westporty.org/giving/annual-giving-campaign/

We are grateful for the generosity of our members, donors and supporters to help us to fulfill our charitable mission in the community. If you would like to help others experience camp, please contact us to contribute to this campaign. To donate, go to westporty.org/give

FINANCIAL ASSISTANCE

The WWFY welcomes all regardless of needs, challenges, or goals. We make camp available to those in need of a helping hand. We are an inclusive 501(c)3 organization and welcome all who want to belong or participate in programs. The WWFY provides financial assistance to individuals and families in need. The WWFY does not turn away anyone due to their inability to pay. Not all of our costs are covered by membership and program fees, so we are grateful for the generosity of our members, donors and supporters to help us to fulfill our charitable mission in the community. Learn more at https://westporty.org/membership/financial-assistance/.

BEHAVIOR EXPECTATIONS AND ACCOUNTABILITY

At Camp Mini Mack, every camper is expected to behave in a way that supports safety, respect, and community. Campers with or without special needs who exhibit behavioral issues that cause harm to themselves, other campers, or staff will be subject to the consequences outlined in the Camp Behavior Management Policy. Our goal is always to guide positive behavior and help each child succeed, but we must also ensure a safe, supportive, and inclusive environment for all campers. Repeated or severe behavioral incidents may result in temporary or permanent removal from camp, in accordance with our policy.

CAMP BEHAVIOR POLICY

We believe the best way to prevent potential behavior issues is to provide quality camp programming. With engaging, impactful, and fun activities, we believe that many problems can be avoided. We strive to build strong character values with our mission, and all staff are encouraged to be positive role models, teaching campers positive social and emotional values. We hope that most instances can be handled and solved appropriately with the upmost consideration for all children and their well-being by our staff members. After our initial efforts to positively change a camper's behavior have failed, we will contact parent(s)/guardian(s) for additional assistance.



CAMPER'S CODE OF CONDUCT

The WWFY believes in positive behavior based upon the core values of caring, honesty, respect and responsibility. The Camp Mini Mack environment is one in which campers are nurtured and encouraged. We recognize that behavior issues will arise and therefore, we have developed progressive procedures that, while standardized, are adaptable to individual circumstances. The goal of discipline is to help the camper develop self-control and move toward appropriate social behavior.

Examples of developmentally appropriate methods utilized for resolving conflict are:

- Positive guidance – When disputes arise among campers or between a camper and staff, the staff will encourage a "talking out" process where the goal is to acknowledge feelings and find solutions using the camper's ideas wherever possible.
- Setting clear limits – Staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules. They will set reasonable and positive expectations while ensuring that campers understand the expectations and can share thoughts and feelings.
- Redirection – A camper who may be aggressive or who is disruptive or destructive of other campers' work may be asked to make an activity choice in another area or be separated from the group until they are ready to re-join. If a camper cannot rejoin the group, a parent will be called for pick-up, as well as 211 or the police in extreme situations for further support and evaluation. Staff will continuously supervise campers during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating, or frightening punishment under any circumstances, including, but not limited to, spanking, slapping, pinching, shaking, or striking a child. Inappropriate use of power, such as coercion, intimidation (body language or tone of voice), along with other unacceptable behavior from staff toward campers is not allowed. No camper will be physically restrained unless it is necessary to protect the safety or health of the camper or others, using least restrictive methods, as appropriate.

Rules and policies include:

- Campers must remain in view of staff members at all times.
- There will be no fighting (including hitting, pinching, kicking, or spitting).
- Inappropriate/unacceptable behaviors are not allowed, including, but not limited to, bullying, threatening, name-calling, touching or showing private parts, etc.
- Stealing and foul language are not allowed.
- Campers and parents must follow building rules. WWFY and personal property will be respected.
- All food, garbage, and activity messes must be cleaned up by the group with staff supervision before going on to another activity. Camp Mini Mack activity areas must be cleaned before the campers leave for home.
- Noise level will be kept at a moderate level inside. Outdoor play areas are provided for "louder level" activity.
- The WWFY has a zero-tolerance policy for bullying
- Respecting others is required at all times.



ARE THERE RULES AND POLICIES FOR PARENTS?

Yes! We expect all parents, family members, and staff to act as role models to the campers. If, at any time, parents/guardians exhibit unkind behaviors towards YMCA staff, the Y holds the right to decide actions on membership and participation. This may include, but is not limited to, the following behaviors:

- Verbal abuse to staff in front of enrolled campers
- Threatening physical or intimidating actions toward staff members

- Failure to pay or habitual lateness in payments
- Failure to complete required forms including the camper's immunization records
- Habitual tardiness when picking up your camper

Further, if any staff member suspects substance abuse on the part of a parent/guardian, the staff will call an authorized adult on the release form to pick-up the child. If the parent/guardian is aggressive or threatening, the Y staff will call the police. According to State of CT regulations, the Department of Children and Families will be notified of any presumed substance abuse. If the situation happens more than once, the Y reserves the right to discontinue care for the camper.

DO YOU HAVE AN EXPULSION POLICY?

Proactive Actions to Prevent Expulsion:

- Staff will try to redirect camper from negative behavior
- Staff will model positive conflict resolution skills, listening, and teamwork
- Staff will reassess the camp environment, appropriate activities, supervision
- Staff will always use positive methods and language while disciplining camper
- Staff will praise appropriate behavior
- Staff will consistently apply consequences for rules
- Camper will be given verbal warnings
- Camper will be given time to regain control



On rare occasions we may have to expel a camper from our camp. This is a last-resort measure and we do everything possible to work with the family of the camper to minimize this from occurring. We may have to immediately expel a camper from the program for the following reasons:

- The camper is at risk of causing serious injury to other campers or himself/herself
- Failure of the camper to adjust to our programs after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other campers
- Excessive biting

If the above recommended remedial actions do not work, the camper's parent/guardian will be advised verbally and in writing about the behavior warranting the expulsion. Expulsion will be effective throughout all YMCA childcare programs.

A camper will not be expelled if a camper's parent(s):

- Made a complaint to the Office of Licensing regarding the YMCA's alleged violations of the Licensing requirements
- Reported abuse or neglect occurring at the center
- Questioned the program regarding policies and procedures

PROMOTING CONFLICT RESOLUTION

Communication Skills Training: Campers are taught how to express their feelings and opinions constructively. We emphasize the importance of using "I" statements (e.g., "I feel upset when...") and listening actively to others.

Mediation: When conflicts arise, staff members act as mediators to help both parties express their viewpoints, understand each other's perspectives, and find common ground for resolution. The goal is to guide campers toward mutual understanding and compromise.

Problem-Solving Techniques: Campers are encouraged to come up with fair solutions to conflicts. By teaching problem-solving strategies, we empower them to handle disagreements in a way that builds relationships rather than harms them.

Role-Playing and Practice: During camp, we create opportunities for campers to practice resolving conflicts in a safe, controlled environment. Through role-playing activities, campers can learn how to approach a disagreement without escalating the situation.

HOW WE WORK TO PREVENT CONFLICT

- **Fostering a Positive Camp Culture:** We emphasize a camp culture based on respect, inclusivity, and teamwork. Activities are designed to build trust and cooperation among campers, reducing the likelihood of both bullying and unnecessary conflict.
- **Staff Vigilance:** Our staff members are trained to monitor camper interactions closely, recognizing early signs of conflict or bullying and intervening before situations escalate.
- **Encouraging Empathy and Cooperation:** By incorporating activities that promote empathy and understanding, we help campers appreciate others' perspectives, which reduces the likelihood of both bullying and conflicts.
- Parent Partnership: We work closely with parents to ensure consistency between home and camp behavior expectations.

If conflicts or bullying issues arise, parents are informed and included in the resolution process to support their child effectively.

REMOVAL FROM CAMP

The Camp Director reserves the sole discretion to suspend or expel a camper from camp. We employ this practice only when absolutely necessary. No refunds will be issued if a camper leaves camp early due to disruptive behavior, excessive disciplinary problems, physical or verbal attack towards other campers or staff, or other behavior not tolerated by camp, including bullying, bigotry, or inappropriate language.

This Parent Handbook is designed to familiarize you with the policies and procedures of Camp Mini Mack, and to provide you with information about our policies, guidelines, and programs. It is not intended to be 100% comprehensive and, as a living document, the information contained herein is subject to change at any time. Such changes may supersede, modify, or eliminate existing policies, guidelines, and programs without prior notice.

Although we strive to communicate changes by publishing any and all revisions to the Parent Handbook in a timely manner on our website at westporty.org, a policy, guideline or program may be added, altered, revised, or discontinued without notice.