



LAKOTA FAMILY YMCA

CAMP ARROWHEAD

Parent Handbook
2019

CAMP ARROWHEAD

6703 Yankee Road
Liberty Twp., OH 45044
(513) 779-3917
www.Lakotaymca.com

**"The Y. To put Christian Principles into practice, through programs that build healthy spirit,
mind and body for all."**

CONTENTS

| | |
|--|----------|
| LETTER FROM CHILD CARE DIRECTOR | P. 5 |
| WELCOME ALL CAMPERS AND PARENTS | P. 6 |
| <u>Section A-1</u> PROGRAM PHILOSOPHY | P. 7 |
| <u>Section A-2</u> NON-DISCRIMINATION | P. 7 |
| <u>Section A-3</u> OUR MISSION | P. 7 |
| <u>Section A-4</u> PROGRAM GOALS | p. 7 |
| Section A-5 CAMP HOURS | p. 8 |
| <u>Section A-5</u> PARENTAL INVOLVEMENT | P. 8 |
| <u>Section A-6</u> CENTER POLICIES/CHILDREN'S BILL OF RIGHT'S | P. 8-9 |
| <u>Section A-8</u> SAFETY | P. 9-11 |
| <u>Section B-1</u> CAMP RULES | P. 11 |
| <u>Section B-2</u> DISCIPLINE PLAN | P. 11-12 |
| <u>Section B-3</u> SUSPENSIONS | P. 12 |
| <u>Section B-4</u> EXPULSIONS | P. 12 |
| <u>Section C-1</u> ARRIVAL AND DEPARTURE / LATE POLICIY | P. 12-13 |
| <u>Section C-2</u> SIGN IN/SIGN OUT PROCEDURES | P. 14 |
| <u>Section C-3</u> REGISTGRATION AND TUITION | P. 14 |
| <u>Section C-4</u> PAYMENT METHODS | P. 14 |

| | |
|---|----------|
| <u>Section C-5</u> REQUESTS TO ADD OR CANCEL WEEKS | P. 14 |
| <u>Section C-6</u> FEDERAL TAX INFORMATION | P. 15 |
| <u>Section C-7</u> WAITING LISTS | P. 15 |
| <u>Section C-8</u> REFUNDS | P. 15 |
| <u>Section C-9</u> RATES | P. 15 |
| <u>Section D-1</u> REQUIRED PAPERWORK | P. 15-16 |
| Section D-2 GENERAL INFORMATION | P.16 |
| <u>Section D-3</u> MEDICINE | P. 16-17 |
| <u>Section D-4</u> MANAGEMENT OF COMMUNICABLE DISEASES | P. 17-18 |
| <u>Section D-5</u> MEDICAL, DENTAL, AND GENERAL EMERGENCY PLAN | P. 18 |
| <u>Section E-1</u> DAILY SCHEDULE | P. 19 |
| <u>Section E-2</u> LUNCHESES/SNACKS | P. 20 |
| <u>Section E-3</u> OUTDOOR PLAY | P. 20 |
| <u>Section E-4</u> MOVIES | P. 20 |
| <u>Section E-5</u> CAMP ARROWHEAD NEWSLETTER | P. 20 |
| <u>Section E-6</u> FIELD TRIP AND WEEKLY THEMES | P. 21-22 |
| <u>Section E-7</u> TRIBES | P. 22 |
| <u>Section F-1</u> POOL INFORMATION | P. 22 |
| <u>Section F-2</u> SUN PROTECTION POLICY | P. 22 |

| | |
|---|-------|
| <u>Section F-3</u> SWIM SUITS | P. 23 |
| <u>Section F-4</u> SWIMSUIT VIOLATION POLICY | P. 23 |
| <u>Section F-5</u> SWIM TEST | P. 23 |
| <u>Section F-6</u> WATERSLIDE | P. 24 |
| <u>Section F-7</u> INDOOR/OUTDOOR POOL RULES | P. 24 |
| <u>Section G-1</u> ROCK WALL | P. 24 |
| <u>Section G-2</u> CELL PHONE AND ELECTRONIC DEVICE POLICY | P. 25 |
| <u>Section G-3</u> MONEY AND VENDING MACHINES | P. 25 |



LAKOTA FAMILY YMCA

Dear Parents,

Thank you for choosing the Lakota Family YMCA's Camp Arrowhead for your child. We do our best to ensure that each child has a fantastic and safe summer building lifetime memories and making new friends. At any time that you have questions or concerns, please do not hesitate to bring them to the Camp Directors and/or the School Age Child Care Director. If they are not available you can leave a message at the camp desk and someone will return your call as soon as possible.

Again thank you for choosing the Lakota Family YMCA's Camp Arrowhead!

Sincerely,

Paige Fenner

Paige Fenner
School Age Child Care Director
Lakota Family YMCA
(513) 779-3917
Paige.Fenner@lakotaymca.com

The Y. For a better you, For a better community, For a better country, For a better us!"



WELCOME ALL CAMPERS AND PARENTS!

Thank you for choosing to spend your summer with us. Our summer camp program promises to be all that it has been in the past years and much more! We would like to take this opportunity to welcome you to Camp Arrowhead. Our staff is eagerly anticipating camp's opening in May. As always, we have hired only the best and are proud to continue our tradition of a very caring and qualified staff.

This is going to be an exciting summer where campers will be engaged in learning and challenged constantly. We have so many activities for your child and are one of the few summer camps in the area that are able to take advantage of both an indoor and outdoor pool facility. We will continue to utilize the building's interior spaces including the indoor rock climbing wall, play land and art room. We are also very excited about continuing our reading program – **D.E.A.R.** – **D**rop **E**verything and **R**ead! This will take place daily for approximately 20 – 30 minutes.

For those of you that are returning, it will be wonderful to become reacquainted. For our new campers and parents, you are in for a real treat. Camp Arrowhead offers an explosion of activities and events that will accommodate every child. We count on these rich experiences to provide lifelong memories.

In an effort to improve communication between parents and the camp, we have put together this Parent Handbook. This should provide valuable information about schedules, policies and other interesting information about Camp Arrowhead. It is important for you to read this information even if your child has been a part of our program previously, since we update our policies every year to better serve you.

We are available to help answer questions to ensure that this is a great summer for you and your child. At any time, please feel free to contact us with any questions or concerns, (513) 779-3917. We look forward to seeing you this summer!

Yours in Mission,

Camp Directors

The Y. For a better you, For a better community, For a better country, For a better us!"

Section A-1

PROGRAM PHILOSOPHY

The purpose of our day camp program is to offer youth an opportunity to have fun and learn new skills. Camp is a place where campers feel good about themselves and others through counselor-guided activities. The program focuses on facilitating a child's sense of industry and competence creating an environment conducive to positive peer interaction. This encourages initiative and supports the growth of a positive sense of self-direction and free choice under the guidance of a nurturing and caring staff. Our goal is to emulate a warm home setting with intellectual stimulation, supportive of the child's emotional, social, cognitive and physical developmental needs.

Section A-2

NON-DISCRIMINATION POLICY

The Lakota Family YMCA does not discriminate in providing services to children and their families on the basis of race, religion, sex, color, cultural heritage, political beliefs, marital status, national origin or any other basis as prohibited by the state.

Section A-3

OUR MISSION

- To encourage a sense of community through friendship, sharing responsibilities for self and play area, as well as a respect for others.
- To reinforce a philosophy of a healthy and safe lifestyle including fitness, proper nutrition, building self-confidence and physical condition, this is provided in a safe environment.
- To promote involvement in a spectrum of activities and social interaction for social development while assuring support for emotional well-being.
- To aid in the building of the physical body through play and organized games, concentrating on variety, coordination, following directions and fun.

Section A-4

PROGRAM GOALS

The Lakota YMCA Camp Arrowhead program provides the following:

- safe environment
- emotional support & warmth
- responsive adults who serve as good role models
- opportunities for child-initiated activities
- developmentally appropriate enrichment activities
- ability to work and play alone and with peers
- large muscle activities and outdoor play activities
- encouragement to be creative and imaginative
- small group activities

CAMP ARROWHEAD HOURS

Camp Arrowhead is open Monday-Friday from May 29 through August 10, 2018

Day camp runs 9:00am-4:00pm

Pre/Post camp runs 7:00am-9:00am & 4:00pm-6:00pm

Camp Arrowhead will be closed Wednesday, July 4, 2018

PARENTAL INVOLVEMENT

Parental involvement is essential to our program. We appreciate any suggestions, comments or concerns that parents may have. In providing an open relationship with all parents, we believe that we provide better care for your child. Please contact the Camp Director or the YMCA Childcare Director with any questions or concerns.

We encourage parents to visit our program at any time. Any parent who has a special skill or interest to share, please notify the Camp Director. However, we are unable to accommodate parent chaperones on any of our field trips.

If there is a custody issue involving childcare, a copy of the custody agreement must be kept in the child's file. The Childcare Director will also keep a copy.

The administrative code requires that we provide a roster of names and telephone numbers of parents, custodians or guardians of children attending. This roster is available upon request. Parents have the right to deny inclusion of their names on the roster.

This program is licensed to operate legally by The Ohio Department of Job and Family Services, ODJFS provides a toll - free number for persons to report suspected violations. Refer to the YMCA for that number.

CENTER POLICIES

CHILDREN'S BILL OF RIGHTS

- Every child in our program has the right to be respected, as an individual with concern for his/her interests, special needs, special talents, individual style and pace for learning.
- Every child has the right to a calm, warm, loving, and nurturing environment where physical attention (hugs & cuddling) is freely given so that a child feels valued and secure, and is thus able to develop positive self-esteem.
- Every child has the right to personal attention, a relaxed atmosphere, and freedom of choice in his/her daily activities, which can only be provided in small groups.
- Every child has the right to have all physical needs met, including the need for rest and relaxation throughout the day.
- Every child has the right to a safe, clean environment in which to spend his/her day.
- Every child has the right to experience a variety of activities throughout the day

that helps him/her develop a feeling of independence and confidence. These activities provide opportunities for creativity, exploration, learning and development in language skills and emotional/psychological maturation.

- Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, productive, non-punitive and appropriate to the situation and to each child's individual development. Verbalizing the child's feelings, redirection and problem solving techniques are the methods used by the staff to guide children's behavior.
- There will be no cruel, harsh or unusual punishment.
- No child shall ever be isolated from the Center as a form of discipline.
- In case of physical fighting among children, appropriate restraints for separation by the staff may be used for the safety of the children involved. No form of physical punishment will ever be used.
- Discipline will never be imposed for failure to eat or toileting accidents.
- No child will ever be shamed, humiliated or frightened by any form of discipline.
- No child will ever be subjected to profane language or other verbal abuse.
- No discipline technique will ever be delegated to another child.
- "No" shall be used only if followed by an explanation.
- Group punishment will not be used for inappropriate actions of one or a few children.
- No child will be restricted from activity for an extended period of time.
- The specifications of Rule 22 will apply to all employees of the camp.

Section A-8

SAFETY

- All efforts to ensure safety are made at all times. The safety policy, which describes our safety guidelines, is on file in the Childcare office. All staff members receive a copy of these safety policies for review upon employment.
- Telephones are available for emergencies as well as for communication with parents. The YMCA's number is 513-779-3917.
- Emergencies and accidents will be handled within the requests of the parents/guardians indicated on the Health Enrollment Form and ODJFS guidelines.
- A staff member will complete an incident/injury report when any of the following occurs:
 - A.) Child becomes ill or receives an injury which requires any first aid treatment.
 - B.) Child is transported in accordance with this rule to a source of emergency assistance.
 - C.) Child receives a bump or blow to the head, and/or an unusual or unexpected incident occurs which jeopardizes the safety of the child or staff.
 - D.) Such as a child unattended, a vehicle accident with or without injuries
 - E.) Child exposed to a threatening person

Definitions include:

Incident: an unusual event that happens that does not necessarily result in an injury to the child.

Minor injury: an injury resulting in a child being able to return to normal activity; Staff may give basic first aid.

Serious Incident/Injury/Illness: an unusual or unexpected event which jeopardizes the safety of the children or staff.

An incident, injury or illness resulting in a limitation to the child's Activity; medical attention/intervention is necessary beyond basic first aid by the staff. The child is taken home or to a medical office or hospital.

Notification: ODJFS shall be contacted within 24 hours of speaking to a representative from the appropriate licensing office.

The report must be received no later than three business days from the occurrence via fax, email, or mail. A copy of the report for a serious incident/injury/illness shall be retained on file at the site for at least one year and shall be available for ODJFS review.

- In the event of serious incident/injury/illness that requires emergency medical treatment or professional consultation or transportation, a staff member will accompany and/or stay with the child until the parent/guardian assumes responsibility. The child's Health Enrollment forms will also be taken when the child is transported to the medical facility. If parents refuse to grant consent to transport Y staff will follow the parent's instructions.
- All Childcare staff is required by law to report any suspicion of child abuse or neglect. All abuse will be reported to Children's Services at 513-887-4400.
- Staff is trained in First-Aid, communicable diseases, child abuse and CPR as per ODJFS regulations.
- The staff will not abuse or neglect children and will protect children from abuse and neglect while in our care.
- Children will be supervised at all times and no child is ever left alone or unsupervised.
- Upon arrival in the morning, we REQUIRE that the parent/guardian escort their child into the building. **Children must be signed in and out by the parent guardian or designate each day.**
- Children must be picked up by either 4:00pm (day camp) or 6:00pm (post camp). After 6:00pm, there is a \$1.00 per minute per child late charge (see late policy). Parents/guardian must enter the building and notify the staff that they are removing their child.
- Other than designated field trip days, no child will be transported by car or bus.
- Water and bathroom breaks will be taken as needed. Children will be sent to the bathroom in pairs.
- Fire, tornado & lockdown drills are held monthly. An evacuation map is posted around the building as well as a plan, which explains the responsibilities of the staff and actions to be taken in case of emergency.
- When going up and down stairs, handrails are used.
- Spray aerosols are prohibited when children are in attendance.

- No smoking is permitted anywhere at the YMCA.
- Parents/guardians are responsible each day to pack their child a healthy lunch. Lunch bags must contain an ice pack as there is no refrigeration available for lunches. Some field trips lunch will be provided but there will be prior notification. Post camp serves only a wholesome and natural food snack. 100% fruit juice is served. Children are not permitted to bring gum, candy or soda pop for a snack. We encourage good eating habits that are healthy and nutritious. Weekly snack schedules are posted. **If your child has special dietary needs, please speak with the Camp Director.**
- In the event of general emergencies such as natural disaster such as fires, weather, threat of violence, environmental situations, and loss of power, heat or water the children will be gathered with attendance records in a designated area. Children's records will also be taken to the area. 911 or utility company will be called.

Section B-1

CAMP RULES

- Show consideration for person speaking...“When the hand is risen, it’s time to listen.”
- Ask permission before leaving an activity or your tribe.
- Use the buddy system.
- Walk!
- No tablets, toys, radios, portable CD players, iPods, MP3 players, Play Station Portables (PSP), virtual pets, cell phones, gameboys, and trading cards are allowed. If in doubt, ask the Camp Director before bringing it to camp.
- No weapons or matches are to be brought to camp.
- Pick up after yourself and help keep the YMCA clean.
- No physical fighting or name calling of any kind.
- HAVE FUN!

Section B-2

DISCIPLINE PLAN

The counselors will deal with minor behavior problems. For more serious occurrences or repeat offenses, the counselors and Camp Directors will use the following behavior plan.

PHASE 1

1st Offense: The counselor or Camp Director will complete a discipline plan form that includes the incident, solutions that were attempted, parental suggestions, a follow-up conference time (if necessary) and the Camp Director’s signature as well as Parent and Camper signatures.

2nd Offense: The counselor or Camp Director will complete a discipline plan form that includes previous incidents, changes that may have occurred since the previous incident and future goals and consequences for continued misbehavior. Again, this form will include the Camp Director’s signature as well as parent and camper signatures.

PHASE 2 (Depending on the infraction, this step may be skipped.)

Subsequent Offenses: The counselor or Camp Director will complete an in-camp suspension form that includes the day(s) and length of the suspension, reason for the suspension and the date of return to the regular camp program. It will include the Camp Director's signature as well as parent and camper signatures. The length of the suspension will depend on the infraction that has occurred.

PHASE 3

Subsequent Offenses: The counselor or Camp Director will complete an out-of-camp suspension form that includes the day(s) and length of the suspension, reason for the suspension and the date of return to camp. It will include the Camp Director's signature as well as parent and camper signatures. The length of the suspension will depend on the infraction that has occurred.

Section B-3

SUSPENSIONS

If your child is suspended from the program once and has to be suspended again, the subsequent suspension will be for a mandatory 3-day period. **Physical fighting of any kind is grounds for an immediate 1-day suspension.**

The Lakota Family YMCA and Camp Arrowhead reserve the right to suspend or expel campers when the safety of campers, staff or your child creates an unsafe environment. **Tuition and deposits are non-transferable and non-refundable.**

Section B-4

EXPULSIONS

If your child has been previously suspended from the Latchkey Program or Camp Arrowhead, we reserve the right to deny enrollment to Camp Arrowhead.

Children may also be asked to leave the program if their parent/guardian used inappropriate behavior, language in front of the children, staff and or makes threats of any kind.

Note: please understand that we have developed this policy to better our program as well as the safety of our campers and staff. Please feel free to contact the Camp Director, if you have any questions or concerns.

Section C-1

ARRIVAL, DEPARTURE AND LATE POLICY

We are open Monday through Friday.

PRE-CAMP 7:00am – 9:00am

DAY CAMP 9:00am – 4:00pm

POST CAMP 4:00pm – 6:00pm

- Campers should not be dropped off before 7:00am for pre-camp or 9:00am for day camp. Campers must be picked up by 4:00pm from day camp and 6:00pm from post camp. Parents/Guardians **MUST enter the building and sign their child in and out in accordance with our policy.**
- Identification will be required for anyone picking up a child. To pick up a child, the person must be 16 years of age or older.

- Any parent/guardian who arrives after the appropriate pick up time will be charged a late fee. **The late fee is \$1.00 per minute per child. This late fee is added to the weekly tuition.** If the staff has not heard from or been unable to reach the parent/guardian or an emergency contact after a reasonable amount of time, Butler County Children Services will be called (513) 887-4000 to care for the child until the parent/guardian can be contacted.
- No child will be released from camp to anyone other than the parents/guardian or other persons specified on the Permission to Pick-up forms.
- We require that you give advance written notice when changes occur. As a courtesy to your child and staff, please call the Lakota YMCA at (513) 779-3917 if you know you are going to be late. Late charges will still apply and be charged to your account.

Note: After 3 incidents of late pick up or chronic lateness, the family may be dismissed from the camp program and deposits will be forfeited.

Note: Even if you have picked up your child many times, we may ask for ID. This is to ensure the utmost safety for your child. Camp uses the entire YMCA facility. Please allow adequate time during drop-off and pick-up to accommodate this procedure.

Section C-2

SIGN IN/OUT PROCEDURES

No camper or CIT may sign his/herself out of camp regardless of the age. An adult (16 years of age) listed as an emergency contact or on the permission to pick up form must sign them out. We will ask for photo ID's of any person we do not recognize. Please understand even if you have been to pick up your child many times, we may ask for ID. This is of course to ensure the safety of the children. Again if there is custody issues please make us aware with proper documentation.

Please keep in mind that camp uses all of the YMCA during camp time. Therefore it may be necessary for you to escort your child to the appropriate location or to go to another part of the YMCA to retrieve your child. Also allow adequate time during drop off and pick up to accommodate this procedure.

The staff of Camp Arrowhead is not permitted to sign in or out campers. They are also not permitted to transport campers at any time.

Any custodial parent or guardian of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purposes of contacting their child(ren), evaluating the care provided by the center or evaluating the premises. Upon entering the center, the parents and guardians shall notify the Camp Director or designee of their presence.

REGISTRATION AND TUITION

REGISTRATION

Before attending Camp Arrowhead, all children must be registered through the Lakota Family YMCA. To register, you must fill out the registration form available at the Front Desk and other required forms on our website, www.lakotaymca.com.

When you register, you will be required to pay the first week of camp in full and a \$40 deposit for each additional week's reserved. This is applicable to each child being registered. **The \$40 deposit is non-refundable and non-transferable.**

Children must be registered by the close of business on the Wednesday prior to the week of camp they will be attending or a \$30 late registration fee will be charged.

PAYMENT METHOD:

- **Auto-Pay Method:** This is for those who want to pay their first week of tuition *plus* a \$40.00 deposit to hold their spot for additional weeks of summer camp. Each child's account must be set up using a MasterCard, Visa, or Discover credit/debit card. Each Friday, your card will be charged for the upcoming week. If the credit card is declined on Friday morning, the camper will NOT be able to attend the program on Monday (or the first day of the new week). Your first payment includes one week of fees (tuition) plus a **non-refundable, non-transferable \$40.00 deposit** for each additional week.
- **Check/Money Order/Cash Payment Method:** This payment method is for those paying the full amount of tuition (not the 1 week in full plus a \$40.00 deposit). Cash payments **must be for the exact amount.**
- **Vouchers:** Currently not accepted at this site.

Payments are taken at the Front Desk. No payments can be taken at the camp desk.

- Non-credit card payments received after Wednesday's due date will be charged a \$30.00 late fee to avoid this fee place your credit card on file)

A \$35.00 handling charge will be assessed for all checks returned for insufficient funds or stop payments. Camp Arrowhead does not carry balances from week to week, so **payments must be current in order for your child to attend. You can reach the Billing Coordinator via email at heather.branham@lakotaymca.com.**

Section C-5

REQUEST TO CANCEL AND/OR ADD WEEKS

If you wish to cancel and/or add a week of camp, you must fill out the appropriate form. To avoid additional fees, make certain you turn your forms into the Front Desk by the cut-off dates listed on the form. Forms can be found at the Front Desk or on the Lakota YMCA website, www.LakotaYMCA.com.

Note: Cancellations require two weeks' notice or full payment is expected

Section C-6

FEDERAL TAX INFORMATION

The Lakota YMCA Federal EIN number is 31-1223296. Families may need this number for federal income tax purposes if under the law you are permitted to claim a childcare tax credit. Please save all canceled checks and receipts. You can print statements from the online portal or request one statement at the end of camp. If you need another copy of this statement for your taxes, please email your request to our Billing Coordinator, Heather Branham at heather.branham@lakotaymca.com

Section C-7

WAITING LISTS

Once a session of camp has been filled, a waiting list will be established. If openings occur, each person on the waiting list be contacted, in order, and given 24 hours to enroll.

Section C-8

REFUNDS

A credit can only be issued in cases of hospitalization or extended illness (three-days or more) verified by a physician and note.

- **There are no refunds for absences, suspensions, or expulsions**

Section C-9

RATES

| | |
|---|---|
| Day Camp (9:00am – 4:00pm) | Members: \$144.00/week Nonmembers: \$185.00/week |
| Day Camp with Extended Care (7:00am – 6:00pm) | Members: \$180.00/week Nonmembers: \$221.00/week |
| Counselors in training (CIT) (7:00am – 6:00pm) | Members: \$119.00/week Nonmembers: \$150.00/week |

Section D-1

REQUIRED PAPERWORK:

New paperwork is required for all campers each year as mandated by the State of Ohio. Paperwork is available on the Lakota YMCA's website at www.lakotaymca.com.

The following **must** be on file for each child prior to their attending camp:

- Child Enrollment and Health Information – be sure to fill out both sides.
- General Permission Form.
- Swimming Permission Form.
- Permission to Pick-Up form.
- Routine Field Trip Form.
- Climbing Wall Permission required if child plans to climb
- Request for Administration of Prescribed Medication (must be signed by a physician for staff to administer any medication.)
- Medical Plan (only for campers with medical conditions such as asthma, severe allergies, diabetes, etc. or campers being administered medication.)
- Documentation of Kindergarten Completion (1st graders only)
- **Current picture of your child (Wallet Size)**

Section D-2

GENERAL INFORMATION

-Transportation for all field trips is provided by the Lakota School Transportation Dept. buses. No child is ever transported in private vehicles. In the event of emergencies buses can be dispatched to provide transportation to a safe location. Parents will be notified as to the location. Injured children are only transported by ambulance to the parent designated hospital per the Health Enrollment.

-Camp Arrowhead is a school age program. Infant care is not provided at the YMCA Childcare.

- Camp Arrowhead children do not nap. Throughout the day resting places are provided. There is no overnight/evening care provided for Camp Arrowhead.

-In the event of severe weather or other factors and the Lakota YMCA has to close early parents will be notified to make arrangements to pick up their child. In the event of a delayed Lakota YMCA opening that information will be provided on the Lakota Y's website.

-If parents/guardians have any questions or concerns they first contact the camp directors. If the matter is not resolved the Childcare Director will be involved.

-In the event of a breastfeeding mother the family locker room may be used to feed the child.

-Camp Arrowhead will not conduct any formal assessments on the enrolled campers.

Section D-3

MEDICINE

The camp will undertake administration of medication including emergency medication, Epi pens, inhalers, special diets and insulin only after receipt of a completed ODJFS Parent/Guardian Request for Administration of Medication (JFS01217) form that is signed by the parent and or the physician. A Medical Care Plan (JFS01236) will need to be filled out and signed by the parent/guardian and trained staff and they will be kept in the child's file. Children will not be allowed to carry inhalers, insulin injections, epinephrine, etc. on their person or backpacks.

Care of children with health conditions which require medical procedures to be performed at the site must have detailed written information. This includes children with

health conditions such as asthma, allergies, diabetes, cystic fibrosis, etc. If the condition would require knowledge on procedures to be performed or actions to be taken, even if it is to call 911 or make the child comfortable, forms must be on file. The Camp Director and or trained staff will perform required medical procedures. Procedures will be noted on form JFS01217. Campers are not permitted to carry their medication. All medications are kept in a secure location in the camp office. Unused medications will be returned at the end of their camp enrollment.

Section D-4

MANAGEMENT OF COMMUNICABLE DISEASES

- Staff is trained to recognize signs of communicable diseases and other illnesses, hand-washing and disinfection procedures. Staff members have been trained to administer first-aid.
- The State of Ohio Department of Health furnishes the center with a Communicable Disease chart and it is posted in a conspicuous area.
- In case of doubt about the severity of a communicable disease, the Cincinnati Department of Health will be contacted for suggestions.
- Parents of other children will be notified through written communication if a communicable disease is discovered.
- Any child who develops the symptoms while in camp will be isolated immediately in a portion of the room not being used for childcare and within hearing and sight of the staff while arrangements are made for that child to go home. The symptoms include two or more bouts of diarrhea, severe coughing or coughing causing the child to become red or blue in the face or to make a whooping sound, difficulty or rapid breathing, yellow skin or eyes, redness of the eye or eye lid, thick and purulent discharge, matted eyelashes, burning-itching, eye pain, fever of 100° or higher taken axillary method with a digital thermometer (thermometers will be sanitized after each use) with other symptoms of illness, infected skin patches, unusual spots, dark urine, grey or white stools, stiff neck with a temperature high than 98.6 °F, sore throat or difficulty swallowing, one vomiting spell and/or accompanied by symptoms associated with lice, scabies or other parasites.
- Children who leave due to a high fever, diarrhea, severe coughing, difficult or rapid breathing, yellow skin or eyes, redness of eye or eyelid, thick & purulent (pus) discharge, matted eyelashes, burning, itching or eye pain, infected skin patches, dark urine, gray/white stool or a stiff neck will be readmitted once the symptoms has been gone for a period of 24 hours and/or with a physician's statement indicating that it is safe for the other children and for that child to return to the camp.
- The YMCA will not accept "mildly ill" children. If your child cannot participate in the regularly scheduled programs, he/she should remain home.
- The Childcare Director and other staff members have been trained to administer first-aid and CPR. All children's records are kept in the camp office.
- The camp will undertake administration of medication (including emergency medication) inhalers and special diets, insulin only after receipt of a completed ODJFS Parent/Guardian Request for Administration of Medication (JFS01217) form that is signed by the parent and or the physician. A Medical Care Plan (JFS01236)

will need to be filled out and signed by the parent/guardian and trained staff and they will be kept in the child's file. Children will not be allowed to carry inhalers, insulin injections, epinephrine, etc. on their person or backpacks.

- Care of children with health conditions which require medical procedures be performed at the site must have detailed written information. This includes children with health conditions such as asthma, allergies, diabetes, cystic fibrosis, etc. If the condition would require knowledge on procedures to be performed or actions to be taken, even if it is to call 911 or make the child comfortable, forms must be on file. The Camp Director and or trained staff will perform required medical procedures. Procedures will be noted on form.
- Employees will abide by the same policies as the children for communicable diseases.
- Children may be accepted into camp if they have not had their immunizations but parents/guardians must make the YMCA Camp Arrowhead Directors aware of it.

Section D-5

MEDICAL, DENTAL & GENERAL EMERGENCY PLAN

A copy of the medical, dental and general emergency plan is located in the Camp Office. Copies of the plan are also placed at every location that the children use as well as on the attendance clipboards.

Important Phone Numbers:

Emergency Squad, Fire and Police Dept.

9-1-1

Poison Control

1-800-222-1222

Cincinnati's Children's Hospital-Liberty Campus

513-803-9600

Lakota Family YMCA

513-779-3917

www.lakotaymca.com

DAILY SCHEDULE

| | |
|--------------------|---|
| 7:00-9:00 | Pre-Camp – This includes free choice activities such as gym time, outdoor games, arts, crafts and board games. |
| 9:00-9:30 | Tribe Activity |
| 9:30-9:45 | Opening Pow-Wow |
| 9:45-10:15 | Activity Period #1 |
| 10:15-10:45 | Activity Period #2 |
| 10:45-11:15 | Activity Period #3 |
| | Activities include: <i>Arts and crafts, camp newspaper, drama, rock wall, science and nature, sports, etc.</i> |
| 11:15-11:45 | D.E.A.R (Drop Everything And Read) – For at least 20-30 minutes each day, each camper, C.I.T and counselor will be reading. Campers are encouraged to bring a book, magazine or other appropriate reading material. |
| 11:45-12:30 | Lunch |
| 12:30-3:50 | SPECIAL AFTERNOON ACTIVITIES: During this time, each tribe will have the opportunity to be in the indoor and outdoor pools as well as other activities including games, reading, movies, etc. Campers in the Apache, Hopi and Iroquois Tribes will be given the opportunity to rotate freely throughout the afternoon to different activities, the indoor pool or the outdoor pool. This is a unique privilege only for our older campers. |
| 12:30-1:45 | Indoor Pool – Group #1 Activities – Group #2 |
| 1:45-2:45 | Indoor Pool – Group #2 Outdoor Pool – Group #1 |
| 2:45-3:50 | Outdoor Pool – Group #2 Activities – Group #1 |
| | Groups are as followed: Group #1- Sioux & Cherokee Group #2- Comanche & Navajo |
| 3:50-4:00 | Closing Pow-Wow |
| 4:00-6:00 | Post-Camp – Immediately following camp a snack will be provided for campers enrolled in the extended care program. Following this, free choice activities similar to the pre-camp program will be offered. |

Section E-2

LUNCHES

Campers must bring a lunch to camp every day. No refrigeration, or ability to cook/heat up food is available. An ice pack must be included in their lunch bags, so please pack accordingly. Also, it is important for lunches to be completely disposable on field trip days. If a camper forgets his/her lunch, we will provide a supplemental lunch at the cost of **\$5.00**.

Note: Supplemental lunches are provided as a service. This service should not be abused and/or used as a regular lunch provider.

SNACKS

A snack and juice is only provided in our Post Camp.

Section E-3

OUTDOOR PLAY

Children attending camp will be outdoors the majority of the day. In the event of extreme heat/cold, the children will spend extra time in the cooled/heated areas of the YMCA.

Section E-4

MOVIES

Every Tuesday and Thursday, we offer a movie double feature. This provides campers with an opportunity to get out of the hot summer sun and relax a bit. We will share with you the movies we show in the Camp Newsletter. All movies have been previewed for appropriateness and are rated either G or PG. If you have any questions about the movie, please see the Camp Director.

Section E-5

CAMP ARROWHEAD NEWSLETTER

Every Monday afternoon, the week's current newsletter will be available for distribution at the Camp Desk and on [Lakota Family YMCA's website](#). Please be sure to pick up a copy of the latest edition. We will include pertinent field trip information, any announcements, as well as some of the week's exciting activities.

CAMP ARROWHEAD FIELD TRIPS AND THEMES

| Week | Date | Field Trip | Theme |
|------|---------------|-----------------------------------|------------------------|
| 1 | May 28-31 | Boonshoft Museum | 3..2..1.. Blast Off! |
| 2 | June 3-7 | Cincinnati Zoo | Safari Season |
| 3 | June 10-14 | Skatetown USA | Back to the 80's |
| 4 | June 17-21 | Cincinnati Reds Game | Play Ball |
| 5 | June 24-28 | Cincinnati Museum | Exploration Station |
| 6 | July 1-5 | The Web | Red White and Boom |
| 7 | July 8-12 | AMC Movie Theatre | Lights, Camera, Action |
| 8 | July 15-19 | Beach Waterpark | Fun in the Sun |
| 9 | July 22-26 | Main Event | Secret Mission |
| 10 | July 29-Aug 2 | Back to School Bash & Talent Show | Camp Olympics |
| 11 | August 5-9 | Eastern Lanes Bowling | Knock 'Em Sock 'Em |

Note: The Camp Talent Show will be held on a Friday night. Check the weekly Camp Newsletter for more details as the date gets closer.

Most field trips will be on Wednesdays; exceptions will be made known as the dates get closer.

- On most field trip days, we will be departing from the YMCA by 9:30 am. It is best to have your child at the YMCA by 9:00 am.

Some Field trips require your child to be at camp early. You will be notified of early field trips. (This ensures that there is adequate time for getting each tribe together and accounted for) We will return from our field trips by 4:00pm. We do not allow drop-offs or pick-ups from the field trip site. We will only be able to accommodate this situation in extreme circumstances. If this is absolutely necessary, please speak with the Camp Director.

Each camper and CIT will receive a camp T-shirt during his or her first week of camp. We require that all campers and CITs wear their camp T-shirt on field trips days with the exception of when we go to the Beach Water Park. This helps staff identify our campers quickly.

Themes usually coincide with the week's field trip. Many activities throughout the week will be centered on the theme. We will also have a day (usually Friday) that is devoted to special theme-based activities.

Section E-7

TRIBES

Campers are placed in tribes according to the grade that they are entering in the fall. Each Tribe has a colored wrist band assigned to them for identification and field trip purposes. We are unable to make arrangements for siblings and/or friends to be grouped together. Campers will have various opportunities to interact and meet with other tribes.

SIOUX – 1st graders

CHEROKEE – 2nd graders

COMANCHE – 3rd graders

NAVAJO – 4th graders

APACHE – 5th graders

HOPI – 6th graders

IROQUOIS – 7th graders

CITs – 8th, 9th and 10th graders

RATIO'S: Schoolage children 1-18

Section F-1

POOL INFORMATION

Campers will have the opportunity to enjoy both the indoor and outdoor pools on a daily basis. This is a great opportunity for cooling off on those hot summer days! Campers should bring a towel, swimsuit, sandals and sunscreen every day.

Section F-2

SUN PROTECTION POLICY

The YMCA Day Camp Program strongly encourages the use of sun protection for their campers. We ask parents to apply sun protection to their camper prior to drop off in the morning. Every camper is outside at some point in his/her day.

Depending on their age, staff will assist campers with reapplying sunscreen prior to going to the outdoor pool in the afternoon.

The following policy will be used as a general guideline:

- Staff will reapply sunscreen for campers in the Sioux and Cherokee tribes.
- Staff will assist in reapplying sunscreen for campers in the Comanche and Navajo tribes.
- Staff will remind campers in the Apache, Hopi and Iroquois (as well as CITs) to reapply sunscreen and assist as needed.

NOTE: Staff can only apply sunscreen to campers if a Parent/Guardian completes the "Administration of Medication by a Child Care Personnel" form and it is on file. Please let us know if there is any reason your child should not have sunscreen applied.

Section F-3

SWIMSUITS

- **Girls:** Must wear **one-piece** swimsuits (no two-piece suits or tankinis may be worn).
- **Boys:** Must have swim trunks. Undergarments must not show. No Speedo's.

Section F-4

SWIMSUIT VIOLATION POLICY

- 1st Offense: Will be given a reminder to take home.
- 2nd Offense: The Camp Director will call the Parent/Guardian.
- 3rd Offense: The Camp Director will call the Parent/Guardian; however, the camper will not be allowed to swim.

Section F-5

SWIM TEST

In order to be allowed in the deep end of the indoor or outdoor pools, campers must pass the swim test.

Swim Test Procedure: (may use goggles for test, no masks)

- Jump feet first into deep end of pool at the starting block edge.
- Tread water for 30 seconds.
- Swim freestyle or breaststroke 25 yards to the other end of the pool. (Doggy Style is not accepted as freestyle)

Note: It is the judgement of the Lifeguard, Managers, and Directors whether a person passes a swim test. A swim test may be taken up to twice a day, if a child does not pass the first time.

RED BANDS

- Ages 12 and under that are non-swimmers.
- Ages 6 to 12 must stay in the shallow end while camp staff supervises on deck or in water.

GREEN BANDS

- Will be issued upon passing the swim test.
- Ages 9 and under must be accompanied by Camp staff in any of the pool areas.
- Ages 10 and up can swim without camp staff in any of the pool areas.

Note: The swim wristbands are different from the Tribal wristbands that campers wear for field trips. **It is important for them to keep their swimming wristband on for the entire week!**

WATERSLIDE

Campers **must meet the height requirement of at least 42"** to go on the waterslide **and** have a **GREEN ARM BAND**. Campers should wait in line to go on the waterslide and listen to instructions from the counselor, lifeguard and/or slide attendant.

INDOOR/OUTDOOR POOL RULES

- **Aquatic Staff has sole authority over the pool rules and regulations.**
- **All swimmers under the age of 13 must participate in a swim test to receive their wrist band.**
- **NO glass allowed on the pool deck.**
- **NO** running, skipping or speed walking.
- **NO diving in restricted areas.**
- **NO** throwing, pushing, excessive splashing, dunking, hanging on other swimmers, and riding on other's shoulders. **Excessive horseplay will not be tolerated!**
- **NO** water guns.
- **NO** flips, back dives, back jumps or twists from the side of the pool.
- Campers are not allowed to bring floats, rafts, scuba gear or flippers, mermaid flipper, or pool toys.
- Starting blocks are for swim team and instructional purposes by a swim coach or instructor only.
- **NO** hanging or sitting on lane lines or safety ropes, swim under them.
- Swim suits must be worn while swimming. **NO cut-offs.**
- Children under the age of **10** must be accompanied by someone **16** years and over. Children under the age of **6** must be accompanied in the water by someone **16** years and over.
- Basketball: **No** hanging on rim or grabbing on the net.
- Basketball: **No** dunking, hitting or horseplay at any time.
- Basketball: Ball **MUST** stay in the water at all times.
- Basketball: **No** dribbling or playing with the ball on pool deck.

ROCK WALL

- Camper's must have an Acknowledgement Waiver and Release form signed and on file to climb.
- All climbers must be securely fit with a harness and safety equipment to climb.
- All climbers must be with a staff member at all times while climbing.

CELL PHONE AND ELECTRONIC DEVICE POLICY

Cell phones and electronic devices are **not** permitted at camp. These items will be confiscated and held by the Camp Director. They will only be returned to the Parent/Guardian.

- The Lakota Family YMCA or Camp Arrowhead will not be responsible for lost or stolen cell phones and/or electronic devices.

Note: CIT's are permitted to bring approved electronic devices excluding cell phones (such as iPods, MP3 players, CD players or gaming devices) ONLY with the permission of the Camp Director. These items must be kept in backpack except during appropriate times designated by the CIT Director or Camp Director. If this privilege is abused, no electronic devices will be allowed.

- The Lakota Family YMCA or Camp Arrowhead will not be responsible for lost or stolen property.

Section G-3

MONEY AND VENDING MACHINES

No money should be brought to camp. Campers are not permitted to use the vending machines at anytime during camp. If there are exceptions to this policy (i.e. field trips), it will be noted in the weekly newsletter.

Note: CIT's are permitted to use the vending machines with the permission of the CIT Director. This privilege is only during specified times. If this privilege is abused, CIT's will no longer be allowed to use the vending machines.

- The Lakota Family YMCA or Camp Arrowhead will not be responsible for lost or stolen money.