



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Y SUMMER CAMP at OLEC FAMILY INFORMATION PACKET 2022

Welcome to Y Summer Camp at OLEC! This booklet provides **essential information**- please read it carefully with your camper. If you have any questions, please do not hesitate to call us at (207) 241-0075 or email Chris Shea, the Camp Director at cshea@alymca.org.

We expect all the camper forms to be sent to the YMCA of Auburn-Lewiston before our deadline of Friday, June 10, 2022. Camper forms can be sent through the mail, by fax at 207 795-4058 (please contact the Y's front desk to confirm we received the forms) or by email. If you decide to scan and email the forms, please send the forms in a pdf format to cshea@alymca.org.

IMPORTANT CHECKLIST

- Read the entire Family Information Packet
- Complete all required forms** (forms are available on our website and hardcopies are available at the Y's Welcome)
 - Registration Form
 - Health Form
 - Immunization Records (can be faxed to (207) 795-4058, Attention Chris Shea)
 - Behavior Contract
 - Review of Participation, Payment, and Policies highlights.
 - I understand that at the time of registration ***it is my responsibility to make sure I have [electronically] signed the following policies and waivers at the Y's Welcome Center, prior to my child attending any session of summer camp.***
 - Release and Waiver of Liability
 - Camp Payment, Refund, and Cancellation Policy
 - Camp Bank Draft Authorization
 - Photo and Video/Audio Recording Release

Thursday, June 16th Camp Open House- Here is an opportunity to tour OLEC, meet the staff who will be working with your children this summer, and ask questions. Open House will be at 151 Stetson Road in Auburn from 5:00pm to 7:00pm. You can RSVP for the Open House by registering online, call the Y at (207) 795-4095 or the OLEC office at (207) 241-0075. We will ask you how many people will be in your party.

GENERAL INFORMATION

LOCATION: Y Summer Camp is located at the Auburn-Lewiston YMCA's Outdoor Learning and Education Center (otherwise known as OLEC). OLEC is on 95 wooded acres, located between River & Stetson Roads in Auburn. The camp office, as well as drop-off and pick-up, is at 151 Stetson Road.

YMCA MISSION: The YMCA of Auburn-Lewiston is a character-building organization dedicated to strengthening Christian principles of Caring, Honesty, Respect, and Responsibility through programs that will build a healthy spirit, mind, and body for all.

Y SUMMER CAMP PHILOSOPHY: Character development is challenging people to accept and practice positive values. The YMCA camp mission statement puts it best: The YMCA provides trained leadership and the resources of the natural surroundings to help each camper achieve his/her fullest potential in terms of mental development, physical wellbeing, social growth, and spiritual awareness.

The mission comes to life through the emphasis of the Y's four-character values: **Caring, Honesty, Respect and Responsibility**. Challenging people to accept and practice these values is the foundation for the development of the important character traits that will remain with a child his/her entire life. Challenging people to accept and demonstrate positive values is more effective than treating problems because it is being proactive - reaching the root of the problem, and not just the managing the results.

It poses the question: If everyone exhibited **Caring, Honesty, Respect, and Responsibility**, what would this community look like? The country? The world?

This is what the YMCA is about. Make this a summer for your child to grow and develop strong roots and positive values. Talk at home about what they are learning. Talk in the car about their experiences. Talk about how your family can display these values to others.

YMCA Day Camps are important to a child's development because:

1. Campers grow personally. They are given the chance to experience new things and interact with other children their own age daily.
2. Campers learn new skills. Whether it is playing a new game, developing an existing skill, or developing their social skills, campers leave our camp having experienced something they can remember for a lifetime.
3. Campers learn to appreciate diversity in each other. We live in a multi-cultural community and our camps reflect this. Campers learn each person is unique, and they can have fun and respect each other regardless of race, religion, gender, or social status.
4. Campers learn lifetime values. From the simplest of values and attitudes like sharing, sportsmanship, and giving respect to others, creates our foundation for making more complex value decisions as we mature.
5. Campers have fun! Without fun, the above reasons for children to attend our camp become harder to accomplish. Games, stories, swimming, sports, and crafts are all done with campers as the primary focus.

We do our best to help each camper have a positive, enjoyable experience. In order to do this, we need to know if there are any issues or concerns, so we can attempt to help to correct the situation. Please do not wait until the end of the session or end of camp; we would like to correct the situation as soon as possible. We rely on your input for having the highest quality program. Let us know what is good as well as what we can improve upon.

Y SUMMER CAMP INFORMATION FROM A to Z

ABSENCES: If your child is not going to attend camp for the day, please report his/her absence by 9am to camp staff at 207-241-0075.

If your child will be leaving early, please notify your child's counselor and/or the Camp Director, what time and who will be picking your child ***in writing***. The staff will have your child prepared to depart at the requested time.

ACTIVITIES: Y Summer Camp's activities include arts n' crafts, sports, archery, outdoor life/environmental education, low ropes course and aquatics.

ALLERGIES (*Food, drugs, plants, animals, etc.*): Every year at camp, children and families are becoming more aware of their allergies. We ask that if your camper(s) have any allergies that you let our staff know on the camper's Health Form. This will help Directors and Counselors make sure that your camper(s) are not placed in a situation where they may be exposed to places or items, they may cause an allergic reaction.

APPOINTMENTS: If your camper has an appointment or needs to leave camp during the day, please let the Camp Office know, in advance, in writing.

ARRIVAL/DEPARTURES: Y Summer Camp offers **FREE** pre and post camp care **at OLEC** for those campers who need extended hours. **REMINDER: As in 2021, drop off and pick up for Pre and Post Camp care will be at OLEC.** Pre-Camp is from 7:30-9:00am, while Post Camp is available from 4:30-5:30pm.

- Late fees will be applied to any campers picked up later than 5:30pm

AGE/GRADE GROUPS: Campers are assigned to Groups based on their age and grade. By breaking up the campers this way it provides an opportunity for each child to express himself/herself, engage in age-appropriate activities, be accepted by their peers and learn new skills. *We cannot guarantee special requests to keep friends together in a group. Based on age and enrollment, some campers may not be in the same group each session.*

BEHAVIOR: Please read over the Behavior Contract and Participation Agreement with your child (a copy is found in your camper forms). Y Summer Camp staff expects all children to behave in accordance with the contract. In cases of extreme misbehavior, your child will be dismissed from camp at the discretion of the camp director.

BULLYING: Bullying happens when a person, or group of people, want to have power over another/others and use their power to get their way, at the expense of someone else. Forms of bullying include teasing, taunting, gossiping, hitting, kicking, or putting down another person with the intent to hurt them.

At Y Summer Camp, we have a **NO TOLERANCE** policy on bullying. Bullying is inexcusable, and our policy is against all types of bullying. *Each camper is expected to treat all others with respect and to help each other achieve the best possible experience.* If a camper has difficulty meeting this expectation, parents may be called upon to assist. We work together as a team to ensure that campers gain self-confidence, make new friends and go home with great camp memories.

Our Y Summer Camp Staff address all incidents of bullying seriously, and staff are trained to promote communication with their campers. We want everyone to be comfortable alerting us to any problems during their camp experience. We cannot manage an incident if we do not know about it. Every person has the right to expect to have the best possible experience at camp. By working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.

CAMP COUNSELORS: Our camp staff truly value their position at the YMCA and take that responsibility very seriously. Many of our staff return for several summers until they need to complete internships or graduate from college. All our senior counselors will be college age or older. All our counselors are First Aid and CPR certified and must participate in 40 hours of staff training, including child abuse prevention, bullying prevention, emergency procedures and how to plan, organize and facilitate camp activities, prior to the start of camp.

CAMP PARKING: There is limited parking available at OLEC, please park in a designated parking area. Drop off and pick up will be at the 151 Stetson Road end of the property.

CAMP T-SHIRTS: Every camper will receive one Y Summer Camp t-shirt.

CAMPER CONDUCT & DISCIPLINE PROCEDURES: The staff governs the behavior of each child and attempts to work through conflicts and problems as they occur. A camper who displays negative behavior can affect another camper's experience, so counselors are in constant communication with the Camp Director. Campers who are disruptive, unruly, display inappropriate behavior or require an undue amount of disciplinary attention will meet with the Camp Director to evaluate and document their behavior in a Behavior Report. Parents will be notified of any misconduct or discipline problems. It will be the parent's responsibility to arrange transportation for the child if he/she is being sent home due to disciplinary actions.

CLOTHING: Campers should wear clothing for an active day at camp that you do not mind getting dirty, muddy or wet. Appropriate items would be shorts, t-shirts, light jackets/sweatshirt (for chilly mornings), a bathing suit, and towel. Also make sure your camper has proper footwear for running and playing, and protection against the elements (rocks, roots etc.). Flip flops are not acceptable footwear. **Please label all your child's belongings.** While every effort will be made to locate your child's belongings, the YMCA is not responsible for lost items, so we recommend labeling your child's belongings.

COMMUNICATION: The Y Summer Camp at OLEC phone number is (207) 241-0075 and is accessible from 7:30am-5:30pm, Monday-Friday. You can call OLEC and leave a message for Y Summer Camp at OLEC. We will collect the messages at the beginning and end of the day. Any questions/concerns regarding your camper's experience should be brought to the attention of Chris Shea, the Camp Director immediately.

CAMP FEES: This year's camp fees are \$170 per week for members and \$180 per week for non-members.

- A deposit of \$35 per week must be paid at the time of registration. The deposit is applied toward the tuition fee. **All deposits are non-transferable and non-refundable.**
 - If you are applying for Financial Assistance, please register for desired sessions, paying the deposits, and we will scholarship the portion of the remaining balance for which you may qualify.
- FMI, please reference **PAYMENT, REFUND & CANCELLATION POLICY ON PAGE 6**

COVID PROTOCOLS: We will review CDC and State of Maine COVID protocols and recommendations for summer day camp and establish policies at the time camp is set to begin. As would be expected, we will be asking campers and staff to self-check at home and if anyone is not feeling well or has symptoms, to please stay at home. If your child tests positive for COVID, please notify us. Masking is optional. Please note that policies and protocols are subject to change.

HAND WASHING: Campers and Staff will be instructed to increase their hand washing frequency. Hand sanitizer and hand washing stations have been added around Camp for easy access.

HEALTHY CAMPERS: Please be respectful of all camp families. If your child contracts anything that may be contagious, please call us and let us know. Your name will be kept confidential, but we are required to post anything contagious.

Your child's health status will be checked informally each day. If your child shows any sign of illness, rash, high temperature, diarrhea, infection, or any contagious diseases, etc., the parent/guardian or authorized person will be called and required to pick up the child within one hour.

ILLNESS/INJURIES: While camp staff does their best to prevent any sort of injuries, accidents do happen. Parents will be notified by camp staff if their child has not been feeling well and does not seem to be getting any better. Moderate injuries will also be communicated to the parent once proper first aid has taken place. If severe injuries need higher medical attention, the parent or guardian will be contacted immediately. If the injury or illness occurs later in the day, you may be notified when your child is picked up, depending on the severity of the injury or illness. All injuries and illnesses are documented in an Ouch Report and/or Incident Report.

LATE PICK-UP: Post Camp at OLEC ends promptly at 5:30pm.

- Anyone picked up after 5:30pm will incur a **late fee** of \$10 for the first ten minutes late.
- Parents will be assessed a **late fee** of \$35.00 for anyone picked up after 5:40 pm.
- All **late fees** will be scheduled for payment the next day using the billing information on file.

LOST AND FOUND: Please make every attempt to label all your child's belongings; this will help us return lost items to your child. Before the end of camp each day, any items that have been found will be shown to the entire camp to see who they belong to. Any items remaining unclaimed will be brought to the YMCA at the end of the week. Items will remain at the YMCA for a reasonable amount of time before they will be donated to a local charity.

LUNCH: Free Lunch will be provided thanks to the Auburn School Department. The start date of the lunch program will be announced in early June. If your child does not like the lunch for the day, please make sure they have a packed lunch from home. **Please do not send any food that needs to be micro-waved or refrigerated.** It is recommended that campers bring healthy snacks, and a water bottle that they can refill throughout the day.

MEDICATION: Medication must be brought in its original container, allowing for proper identification and dosage, as required by the state. Please leave all medications with the Director or Counselor at drop-off at the camp office. Make sure that you have filled out the Health Form and that you have signed it. Campers should not have any type of medication in their lunch boxes or backpacks, regardless of age.

MONEY OR VALUABLES: Do not let your campers bring money or valuables to camp. The YMCA is not responsible for any money or valuables lost or stolen during camp.

PAYMENT, REFUND & CANCELLATION POLICY:

- A nonrefundable \$35 deposit [per session] is due at the time of registration to reserve your camper's spot.
- I agree to establish "Scheduled Payments", set up to draft the balance due, 10 days prior to the start of any session.
 - If my child is currently enrolled in Y's School Age Care program, I understand I have the option to draft payment on the Friday before the session begins.
- I understand that reserved space may not be held past the Friday before each week without full payment. Any registration made for a week already in session must be paid in full. No child may attend camp without full payment.
- I understand that I am financially responsible for full payment each week regardless of my child's attendance.
- A refund of all payments, minus deposits, will be available if a session is canceled TWO WEEKS prior to the start of that session. No partial refunds will be made. All cancellations must be received in writing or via email.
 - The only exception to this policy is in the case of injury or illness, and a request for consideration must be accompanied by a doctor's note. I understand in the event of injury or illness efforts will be made to arrange for my child to attend a more appropriate session, prior to considering a monetary refund.

RAINY DAY PROCEDURE: It is essential that your child be dressed appropriately on rainy days, as we will try to do as much activity outside as we can. If the rain persists, campers will enjoy activities in the group tents. In the event of severe thunderstorms or unsafe conditions, campers and staff will be bused to the YMCA and parents may be called to pick up campers at the Y, within an hour. Please park on Pleasant Street or in the Y's lot and enter the building through the 2nd floor entrance (adjacent to the outdoor playground).

SANITATION AROUND CAMP: We will maintain increased cleaning protocols. All high-touches equipment and areas will be cleaned and disinfected multiple times a day.

SAFETY AND SUPERVISION: Our camp is inspected and licensed by the state of Maine. All camp staff are trained in First Aid/CPR and AED. We also have certified lifeguards on staff. Children are never left unsupervised. In case of accident or injury, a standard procedure of administering first aid and reporting the incident is used. If anyone has any questions or concerns about the safety of Y Summer Camp, please feel free to contact Chris Shea the Camp Director, by phone at (207) 241-0075 or email at cshea@alymca.org.

SIGN IN/SIGN OUT: All campers must be signed in and out daily by a parent/guardian. Photo ID's will be required. Please remind other authorized pick-ups that they will need to bring a photo ID with them, to pick up your camper. **Please do not be offended if our staff asks for an ID, these procedures are to ensure the safety of your child.** Whether we already know you or not, you must bring your ID with you in case we have a new staff person present.

SUMMER 2022 SESSIONS

Our 2022 Y Summer Camp Season will run for 9 one-week sessions on the following dates:

SESSION	DATES	THEME	WACKY WEDNESDAY
1	June 20- June 24	Summer Fun	Crazy Hat Day
2	June 27- July 1	Pirate Week	Bandana Day
3	July 5- July 8*	Stars & Stripes	Patriotic Day
	*no camp on Monday, July 4 th *		
4	July 11- July 15	Red Carpet	Twin Day
5	July 18- July 22	Camp Olympics	Favorite Sports Team
6	July 25- July 29	Shark Week	Favorite Animal
7	Aug 1- Aug 5	Disney Week	Favorite Disney Character
8	Aug 8- Aug 12	Superheroes	Favorite Superhero
9	Aug 15- Aug 19	Carnival	Crazy Hair Day

WHAT TO BRING TO Y SUMMER CAMP?

The following things should be brought to camp every day!

- Backpack for carrying:
 - Lunch & healthy snacks (no glass containers). *Free Lunch will be offered daily at camp through the Auburn School Department, if you so choose.*
 - Refillable water bottle
 - Extra set of clothes and clothing for all weather (sweatshirt/ rain jacket)
 - Bathing suit and towel
 - Plastic bag for wet stuff
- Proper Footwear (**PLEASE NO FLIP FLOPS!**)
 - Sneakers for running & playing (sports, field games, nature walks etc.)
 - Water Shoes for playing in the brook
- ***OLEC has a lot of mulch, roots and vines around camp, so we highly recommend campers wear closed toe shoes while at camp. The majority of our program areas require closed toe shoes if campers want to participate.***
- Sunscreen and Bug Spray already on and extra in your backpack (sprays preferable)
- **Please mark your child's full name clearly on everything.** *We are not responsible for lost or missing items.*

The following items should STAY at home:

- Cell Phones & Electronics (Gameboys, DS, DSi, PSP, iPods, MP3 players, etc.)
- Toys (including trading cards, like Magic, Pokemon, Yugi Oh, etc.)
- Sports Equipment
- Money or anything valuable (items you would not want lost or stolen)
- Weapons of any kind real or fake

SPECIAL NOTE FOR PARENTS

As a provider of children's programs, the YMCA strives to effectively screen and train all staff and volunteers. Y Summer Camp at OLEC is a licensed day camp facility by the state of Maine. Our quality program enriches the lives of hundreds of children each year and the safety of every child is a top priority for us.

To make sure your child remains safe outside of YMCA supervision and to protect our staff and volunteers, the YMCA encourages your cooperation in the following areas:

- It is a violation of Y Summer Camp at OLEC 's policy for a camp employee to baby-sit, host sleepovers, spend time one-on-one with your child, or have any communication with your child via text, phone, email and/or social media outside of Y Summer Camp.

- Please do not leave your child at Y Summer Camp at OLEC unless a staff person is there to receive and supervise your child. Reminder our staff cannot be alone with one child, so you might need to wait until another staff or camper is present.
- Talk to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you.
- Explain to your child that s/he has a basic right to privacy and that no one should touch them inappropriately or compel them to touch someone else inappropriately.
- Instruct your child to always remain part of the group, stress safety in numbers.
- Be concerned if your child suddenly becomes withdrawn or balks at attending camp or being around a person. Gently seek to find out why.
- Report any actions by Y Summer Camp staff or volunteers/chaperones that you deem to be inappropriate to the Camp Director.

To help ensure that your child(ren) is safe and have an enjoyable summer camp experience, our staff go through an interview process and background checks. All volunteers are also subject to a background check. In addition, all staff members will complete 40 hours of staff training, including the following trainings and certifications:

- CPR/First Aid
- Lifeguard certification
- Child Abuse and Prevention training
- Bully Prevention Program
- Wilderness First Aid (Camp Director and Assistant Director)

If you have any questions or concerns, please do not hesitate to contact Chris Shea, the Camp Director, at cshea@alymca.org or OLEC's camp office at 207 241-0075. We want to make this summer at camp enjoyable for not only the campers and staff, but also the parents as well.