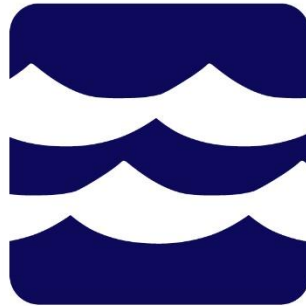


2023

CLIPPER DAY CAMP

YARMOUTH



COMMUNITY

S E R V I C E S

*Creating community through
people, parks and programs.*

PARENT
HANDBOOK

Dear Parents and Guardians,

Welcome

Welcome to the Summer 2023 session of Clipper Day Camp! I am looking forward to my first summer as the Clipper Day Camp Director. I hope you and your child(ren) are excited about warm weather, fun adventures, and new memories just waiting to be made. I, along with YCS Summer Staff, cannot wait to see our campers!

Camp Schedule

Summer camp is a fantastic opportunity for children to meet new friends, explore new activities and learn a little about themselves and others around them. **The camp will be based out of Yarmouth Elementary School on McCartney Street.** All our on-site activities such as games, arts & crafts, sports and guest speakers will be held at YES.

Please be sure to review the entire Parent Packet and YCS Behavior Policy with your child(ren) so we may assure your children and our campers to have a safe, healthy and fun summer. I always want to maintain open lines of communication with parents, campers and staff. If you have any questions or concerns you want to share, my door is always open. I look forward to meeting all of you this summer and can't wait for the fun to begin!

Sincerely,

Hali Fortin

Yarmouth Community Services
Clipper Day Camp Director
(207) 846-2406

Our Purpose

To provide a quality experience that is safe, convenient and creative while creating community through people, parks and programs.

Camp Staff

Camp staff is carefully selected through an application, interview and background check (including criminal check) process and are required to attend staff training sessions before the camp season begins. We have many amazing returning staff for this summer and a few new faces our campers will meet.

General Information

Regular camp session is Monday – Friday from 9:00am-3:00pm. Early care is available from 7:30 am- 9:00 am for an additional charge. Late care is also available from 3:00-5:30 pm for an additional charge. **It is very important that your child be picked up on time.** A late fee will be assessed at a rate of \$5.00 for the first 15 minutes and \$1.00 per minute after the initial 15 minutes if late pick up becomes a consistent problem.

Camp Staff Assignments

Camp staff assignments are made on a weekly basis based on the chronological ages of the campers. Because the make up of the camp is different each week the camp staff assignments may change from week to week. Based on the assignment process, campers close in age may be grouped together, but special requests cannot be guaranteed. Most often, campers ages 6 – 8 are placed with the Juniors and campers ages 9 – 12 are placed with the seniors.

Designation of Individuals Authorized to Pick Up Campers

Only those individuals listed on the **Pick-Up Authorization Form (FORM A)** will be allowed to pick up your child. If you need to add or delete a name from this list, please send authorization in writing. Authorized individuals could be asked to provide a picture ID.

Custody Issues

In cases of separated/divorced parents or other special circumstances where visitation rights are denied to one parent/guardian, **we must have court or official documents on file** forbidding that person from picking up the child from our program. Please bring any special circumstances to our attention as soon as possible.

Late Arrivals - Early Departures

If your child will be arriving late to camp or you need to pick them up early, please call the Clipper Day Camp phone number (207-807-4529) to notify our Clipper Camp staff.

What to Bring to Camp

- Lunch
 - Families must provide all snacks and drinks for the day.
 - Option: Lunch is available if needed. **Please call YCS at 846-2406 prior to the first week your child is attending camp to order lunches for your child.**
- Drinks (including refillable water bottle)
- Two snacks
- **Swimsuit Everyday**
- **Towel Everyday**
- **Sunscreen**
- Backpack (to store your child's belongings)
- Change of Clothes

- Medications (along with form – see below)

Camp Snacks and Lunch

We cannot provide refrigeration for lunches. If your child will be bringing their own lunch to camp a lunch box size cooler with a small ice pack may be used to keep food cold. Please send juice, water or other nutritional beverages for lunch while limiting candy and sweets. Please do not send drinks in glass containers.

What Not to Bring

- Any Valuables
- Skateboards
- Electronic games
- Toys
- Stuffed Animals, dolls, etc.
- **Cell Phones/Tablets – Cell phone usage during camp is prohibited. Campers are strongly urged to leave their phones at home or stored for the day. Should a camper need to contact a parent or vice versa, a camp cell phone is available.**

YCS is not responsible if such items are lost, stolen or broken.

What to Wear to Camp

- Comfortable, Active, Old Clothes (DRESS FOR A MESS)!
- Shorts / Pants as an alternative when cool
- T-shirt / Sweatshirt when cool
- Socks
- Sneakers
- Hat

What Not to Wear

- Sandals
- Items that promote tobacco, alcohol, drugs, vulgar slogans or innuendoes

Lost Articles

The loss of clothing is a common problem at camp. It is even more important to have items labeled to ensure safety and cleanliness at camp. Please help us by:

- **Labeling Everything!**
- **Reminding your child to check his/her belongings at the end of each camp day**
- **A Lost and Found bin will be provided at camp.**

Cell Phone Policy

Personal cell phone usage by staff and campers is prohibited during camp hours. *It is highly encouraged for campers to leave their cell phones at home.* If your child walks/bikes and you would like them to have their phone, it must be stored during the day. The camp director, Hali, will have a cell phone designated for camp use that you may use should you need to contact the camp during the day. **The camp phone number is: 207-807-4529.**

Medication Policy

To administer any type of medication (prescription and over the counter medications), we must have a signed **Permission to Administer Medication Form (FORM B)** on file. Prescription medications must be in their original bottle with the current pharmacist label on it. We must also have written permission from the parent telling us what time and what amount to be administered to the child. **Medicine will be self-administered with the supervision of the Camp Director.**

Sunscreen

We **strongly** encourage you to provide daily sunscreen for your camper. Please label the sunscreen for your child. Our staff will remind campers to use it and assist them if necessary. Because of possible allergic reactions we cannot provide sunscreen or allow children to share sunscreen.

Camper Illness, injuries and other related items

We are equipped with first aid kits to handle minor emergencies. If there is any question that the injury is more serious, then we will contact you to seek advice on how you would like us to proceed.

Camp is not a place for sick children, if your child is sick with a fever (above 100.0 degrees), diarrhea or vomiting please keep him/her at home. With the concerns of COVID-19, your camper may not attend camp if they experience the following symptoms: (fever of 100.0 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, skin rashes or abnormalities, etc.) within the past two week, or a child displaying purple fingers or toes even as the only symptom

If a camper becomes ill while at camp, we will call you to come pick your camper up early. This year, campers are expected to be picked up with 30 minutes of our phone call.

Throughout camp, children may be checked for head lice. Lice are highly contagious but easily treated. Please remember that head lice can be a common occurrence in school-aged children and is not a reflection of the child or the parents. If a child does have lice, the child will not be allowed to attend camp until he or she has been treated and the live nits removed.

We want every child to be able to fully attend camp and appreciate your help and understanding.

Emergency Procedures

If a camper is injured or becomes severely ill, any counselor certified to administer CPR or First Aid will administer first aid while a counselor notifies the Camp Director or next in command and requests EMS when necessary. If medical treatment is needed, the camper's signed **Emergency Medical Form (FORM C)** will be pulled to show that treatment is authorized. If your child is in need to be transferred to the hospital before a parent or guardian arrives, a camp staff member will go with the camper and stay until a parent or guardian arrives at the hospital.

Yarmouth Fire-Rescue will be notified of our guidelines and respond to our locations, as needed.

Camper Arrival and Departure Procedures (Sign In / Sign Out)

In Person:

- **Parents/guardians must sign their child in and out.**
- Sign-In / Sign-Out will be conducted on the YES playground (during inclement weather attendance will be held at YES front entrance)
- Staff will conduct a check-in procedure that includes questions about the camper's health, and directions to place personal items in an individualized, labeled location.
- Upon the child's departure **camp staff will confirm the identity of the adult and that they are approved to pick up the camper.**

- Authorization is required in writing when anyone other than the designated adult arrives to pick up the child.

By bicycle/foot:

- Campers must arrive to the check-in location and remain spaced appropriately until they are confirmed by camp staff.
- If a camper arrives on their own and is showing signs of illness, a parent/guardian will be called and our **Camper Illness** or **Emergency Procedures** sections will immediately be followed.

Staff Relationships with Children

1. The relationship between counselors and children in all recreation programs shall remain professional at all times.
2. Staff members will not be alone with a child in an area or location where they cannot be observed by other people.
3. Staff behavior or disciplinary actions with children must avoid all abusive actions. Constructive methods must be used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited.
4. Camp staff will not disrobe a child other than outdoor garments without the presence of another staff member or volunteer.
5. Camp staff should be alert to the physical and emotional state of all children each time they report to an activity and indicate, in writing, any signs of injury or (alleged) child abuse to the Camp Director and/or YCS Assistant Director.
6. A sign in and out procedure will be developed and implemented to ensure that only authorized persons pick up each child.

Yarmouth Community Services Behavior Expectations

Yarmouth Community Services recreation programs are intended to be a safe place for children to have fun and broaden their understanding of themselves and the world around them. Participants are expected to be responsible for their own actions and behaviors. The endless benefits a participant can gain in any recreation program are determined by the participant's attitude and willingness to participate. During all YCS activities we expect participants to adhere to the Yarmouth Community Services Core Values.

Yarmouth Community Services Core Values:

Pursuit of Quality
Accountability
Respect
Trustworthy
Integrity
Caring
Involvement
Positive Self-Esteem
A + Attitude
Togetherness
Equality

Behaviors that do not embrace the YCS Core Values may require immediate disciplinary action:

- ◆ Misuse or destruction of Yarmouth school or town property or equipment.
- ◆ Failure to follow rules.
- ◆ Uses of profane, vulgar or disrespectful language.
- ◆ Hitting, kicking, spitting or other inappropriate physical or verbal contact with another participant, staff person, volunteer or other visitor using the facility.
- ◆ Use of tobacco, alcohol or drugs at any YCS activity or on any school grounds.
- ◆ Littering
- ◆ Throwing objects or running unless they are part of a supervised program.

Depending on the situation and the severity of the incident the following disciplinary procedure may be enforced:

Verbal Warning

The YCS staff member will ask the participant not to continue the inappropriate behaviors. The staff member will remind the participant the behavior exhibited does not embrace the YCS core values.

Time Out

The participant will be removed from the activity and will be asked to sit out for 5 minutes. YCS staff may further discuss the behavior concern with the participant. The participant may be required to apologize to the appropriate person. Parents will be notified of inappropriate behavior.

Removal from activity and parent meeting

Participant will be suspended from participating in the YCS program or activity until a parent meeting has taken place and corrective measures have been taken to ensure the inappropriate behavior will not continue.

Expulsion from the YCS program.