



We build strong kids, strong families, strong communities.

Welcome to the Rancho Family YMCA's

## **Vacation Fun Days & Winter/Spring Camps** **2009-2010 Parent Handbook**

### **MISSION STATEMENT**

The Rancho Family YMCA is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God through the development of spirit, mind, and body.

### **RANCHO FAMILY YMCA**

9410 Fairgrove Lane, San Diego, CA 92129 P: 858-484-8788 F: 858-484-8869 [www.rancho.ymca.org](http://www.rancho.ymca.org)  
Drop off and pick up are at the Program Center, located next door up the hill from the main facility.

### **CAMP SCHEDULES**

Specific activity and field trip schedules vary with each Vacation Fun Day or Winter/Spring Camp. Please see our website for details. This year's scheduled dates are:

*Vacation Fun Days:* November 11, 23, 24 & 25; January 18

*Winter Camps:* December 21-24 & December 28-31 (NO Extended Camp the 24<sup>th</sup> & 31<sup>st</sup>)

*President's Week Camp:* February 15-19

*Spring Break Camp:* April 5-9

### **CAMP HOURS**

Camp runs from 9:00am – 4:00pm each day. Camp drop off occurs between 8:45am-9:00am and pick up occurs between 3:45pm-4:00pm at the Rancho Family YMCA Program Center. Extended Camp is offered with drop off as early as 7:00am and pick up as late as 6:00pm. Campers must be picked up by the end of the day. A late fee is assessed in the amount of \$1.00/minute at all locations. Please call and inform us if your child will not be at camp. No Extended Camp December 24<sup>th</sup> or December 31<sup>st</sup>.

### **REGISTRATION**

A 2009-2010 Vacation Fun Days/Winter & Spring Camp registration form must be completed prior to any VFD or School Year Camp enrollment. This form is good for the 2009-2010 school year. Once the form is completed enrollment for VFDs and School Year Camps can be done in person, by phone or online.

### **WHAT TO BRING TO CAMP**

Sack lunch with drink, morning and afternoon snacks, water bottle, sunglasses, hat or visor, sunscreen, clothes that can get dirty, proper close-toed shoes, a bag to carry all belongings and weather appropriate attire, including jacket or sweatshirt. Please label all belongings clearly. The Rancho Family YMCA is not responsible for lost or stolen items. Please check the lost and found regularly for items lost or left behind. All unclaimed items will be donated to charity. Microwaves and refrigeration are NOT available for lunches or snacks.

### **WHAT NOT TO BRING TO CAMP**

Camp is a time for socialization, physical activity, participation and trying new activities. Items not permitted at camp include electronics, GameBoys, iPods, cell phones, toys, games, items for trading, money, valuable property or sports equipment.

### **SAFETY**

Each child wears a bracelet with the YMCA's name and phone number printed on it throughout each day.

### **SIGN IN/SIGN OUT POLICY**

Each child must be signed out at the end of the day by authorized adults who present appropriate identification. All adults authorized to pick up must be listed on your registration form. All adults must present a legal, valid photo ID (driver's license, state ID or passport) at each pick up each day.

### **TRANSPORTATION**

Day camp children will be transported to and from daily activities in school buses. We strive to maintain our daily schedules; however, inclement weather, traffic patterns or unforeseen interruptions may affect our arrival & departure times. Thank you for your understanding.

### **SCHEDULE CHANGES**

We do not issue credits or transfers for changes to camp schedules resulting from inclement weather or change in activities. We will do our best to accommodate the original schedule and activities planned for that day.

### **PARENT INFORMATION**

Upon registration, parents will receive this parent manual. Please keep in handy for your reference. Information, including schedules, is available on our website.

### **CANCELLATIONS/CREDIT REQUESTS**

When you register your child for any YMCA camp we assume the responsibility of scheduling staff in accordance with our child/staff ratios and booking vendors for that camp. Therefore, all cancellation requests must be submitted no later than 5 business days prior to camp. Cancellation requests received after that time, for medical reasons, require a doctor's note and approval from the Camp Director. Camp fees are non-refundable. Approved cancellations will be issued a credit for the balance of fees. Credits can be used toward a future Rancho Family YMCA program for any family member within one year of issuance.

### **WHAT'S INCLUDED IN MY FEES?**

Your camp fees pay for the cost of leadership, supplies, equipment, bus leases, gasoline, admission fees for all events, promotion, staff training, site rentals, permit fees and all other indirect costs.

### **MEDICATION RELEASE/MEDICAL INFORMATION**

Any prescription medication that needs to be administered must be in the original prescription container, with only appropriate dosage and the child's name printed on the label. Medication must be sealed in a bag marked with child's name. A completed YMCA Medication Release form with written instructions as per quantity, days and times to administer is required for all medications. Please include any other directions or pertinent information. If your child has special needs or special medical concerns please speak with the Camp Director prior to sending to camp. Refrigeration is NOT available for medications. Due to allergy concerns, the Rancho Family YMCA does not provide campers with food or snack without written consent from parents. Please discourage your child(ren) from sharing lunches/snacks.

### **ILLNESS**

PLEASE do not send your child to camp if s/he is experiencing any flu-like symptoms, or show signs of other illnesses/health concerns such as pink eye, lice, ring worm, stomach virus, etc. If these symptoms are observed in your child before/at camp, s/he will be turned away or required to get picked up immediately. This is for the health and safety of you child and of other children and staff at camp. In case of an emergency at camp, or if a camper is feeling ill, YMCA Staff will contact the parent or legal guardian immediately. If you need to get in touch with YMCA staff in an emergency situation, please call the Rancho Family YMCA at (858) 484-8788. The call will be routed appropriately so that the camp staff with your child can contact you immediately.

### **SUPERVISION**

All camp leaders are over the age of 18 and certified in both CPR and First Aid. Individual camp Unit Leaders are over the age of 20. All staff are hired based on their experience working with children. Children are supervised in structured group activities in groups set to ACA accreditation standards. Each group will be within the following ratios: Ages 5-8 include 1 to 8; and ages 9-12 include 1 to 10. Throughout the day, campers are paired with buddies for added safety. Bus drivers are background checked for drivers record and must have current certifications and licenses.

### **POSITIVE BEHAVIOR MANAGEMENT**

Our camp staff are trained to resolve behavior problems in a positive manner. Staff speak with the child, allow them to take time to think and talk about the issue and alternative choices, and then let the child return to the activity. In more severe or persistent cases, our staff will contact the parents. The YMCA reserves the right to suspend a child from camp at any time due to behavioral issues without credit or refund for days/time missed.

### **CHILD ABUSE/NEGLECT REPORTING**

The state of California requires that staff members in the day care profession be on the lookout for and report to the state, any and all cases of suspected child abuse. The YMCA has also established this policy for its camp programs. Therefore, we are obligated to report this information to the state if we deem necessary.

### **BABYSITTING POLICY**

YMCA Code of Conduct states that our staff must refrain from babysitting with families enrolled in our camp programs while they are employees of the YMCA, for the safety of all involved. Thank you for your cooperation.

### **CAMP T-SHIRTS**

Camp t-shirts are available for sale at \$5.00 each. Have your camper show his/her camp pride!

### **EVALUATIONS**

We care about your child's experience at camp. Please feel free to contact us at any time with your comments and suggestions.

### **FINANCIAL ASSISTANCE**

Applications to receive a camp scholarship can be attained from the YMCA Member Services desk. Please allow 3-4 weeks for processing.

### **ITS FOR EVERYONE!**

YMCA programs are open to all persons regardless of race, creed, religion, national origin or ability.