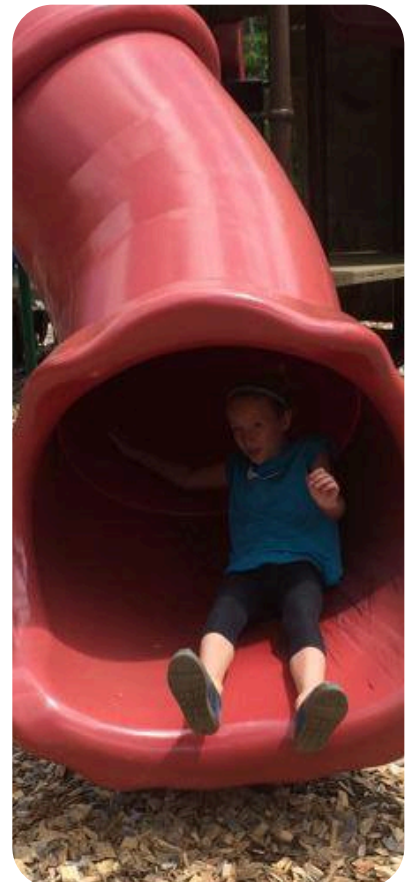




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN. PLAY. EXPLORE.

YMCA Day Camp Parent Handbook



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Welcome!

Thank you for choosing YMCA Camp Knickerbocker for your child's summer camp experience! You've given your child a wonderful gift – the opportunity to learn new skills, make meaningful new friendships, and experience the outdoors. We're looking forward to a safe and fun summer that instills confidence in your child and creates memories for a life time.



We're committed to teaching the Y core values – respect, responsibility, honesty and caring – and creating a nurturing community that supports what your kids are learning at home. Safety and supervision are essential components of our program. We carefully select our counselors from a rigorously screened group and train them extensively.



For more information on what to bring to camp, please download our "Are You Ready?" packet. It outlines everything needed for any camp offered in our camp guide.

We look forward to seeing you and your child this summer!

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Camp K Mission

Camp Knickerbocker builds and strengthens children through programs that teach the values of caring, honesty, respect and responsibility. Our Character Development focus describes how we operate. As a YMCA we don't just teach swimming, nature, arts & crafts, sports, and boating; we teach values and lifelong skills through these programs. Each camper will have daily opportunities to meet new challenges, develop and improve skills, make choices and build friendships within a safe, caring environment.

Typical Day at Camp

7:30-9:00	Campers Arrive
9:00-9:20	Opening Ceremonies
9:30-10:45	BLOCK 1
10:45-12:00	BLOCK 2
12:00-12:45	LUNCH
12:45-2:00	BLOCK 3
2:00-3:30	BLOCK 4
3:30-3:45	Pavilion Clean Up
3:45-4:00	Closing Ceremonies
4:00-5:00	Extended Care



Each day of camp will be broken into four block periods. Refer to the section of activities offered for what will fill these blocks each day. Pods of camper will have a rotating schedule enabling them to participate in each aspect of camp every week.

Activities Offered at Camp Knickerbocker

Boating

Waterfront Director, Chris Rice, offers lessons and games on the water. Campers will also be given a chance to canoe, kayak, or paddle boat.

Swimming

Supervised by 3 of our YMCA Lifeguards, campers enjoy the Camp K docks and swimming in Knickerbocker Lake. For those who would prefer to stay out of the water, beach play is also encouraged.

Arts and Crafts

Arts and Crafts Director, Jenn Greenleaf, leads campers in weekly ever-changing art projects based around the themes of the given week.

Sports

Sports Director, Robert Hodsdon, leads campers in age appropriate activities including traditional sports, field games, and archery.

Theatre Arts

Y Arts Counselors lead campers in theatre games, short skits, and help them gain confidence in preparation for the Camp Talent Show.

Theme Week Games

Each week the field surrounding the Flagpole will be dedicated to games centered on our theme for the week. Campers will join counselors in fun outdoor games, water slides, and team building activities.

Baldwin Center

Adventure Camp Counselors will lead campers and their assigned counselors for afternoons at our challenge and adventure center. The property includes climbing towers, daring traverse elements, and a 500 foot zip-line.

Elective Blocks

Twice a week, campers will be given the opportunity to select their activity for the final block of the day. Options will include swimming, boating, sports, theatre arts, themed events, gardening, or a Zumba Dance Party!



Field Trips and Special Events

Coastal Maine Botanical Gardens

Over the summer, groups of campers will be bused over to the Coastal Maine Botanical Gardens. At the gardens, campers will enjoy the children's garden as well as other flowers and plants throughout the property.

Y Arts Performances

Every week campers will be given the opportunity to attend Y Arts Music Theatre Camp Performances. This summer campers will enjoy performances of Buggy Malone, Cinderella, Aladdin, and Willy Wonka!

Salt River Farm

Campers will visit Scott Rittall and volunteers at the Salt River Farm for workshops centered around the community garden, music and the arts.

Camp Talent Show

Stay tuned for the date of the ALL CAMP Talent Show. Campers will be invited to stay after hours to perform and compete in the first annual competition.

Local Hikes with Boothbay Region Land Trust's Tracey Hall

Over the summer, groups of campers will be bused to local nature trails to take part in a nature adventure led by Tracey Hall, affectionately known to many of our youth as "Turtle". Tracey will lead the group on a hike including age appropriate games and activities.

Dress Code

- All campers must wear athletic shoes to camp each day (no open-toed or open heeled shoes). It is also recommended that campers wear comfortable clothes that they can run in to enjoy the full camp experience.
- Camp Directors do request that young campers wear their swimming gear to camp and to pack a change of clothes for after their swimming block. This helps the changing process move along faster and gives more time for swimming or boating.

Meals and Snacks

Healthy Lincoln County provides breakfast and lunch daily if needed at no charge. Breakfast is served at both Camp K and the CLC YMCA from 7:30AM-8:30AM. If your camper arrives later than this time please make sure to feed them breakfast before dropping them off.

Lunches are served during the daily lunch block. Your camper is not required to eat this lunch. If you do send lunch with your camper, know that it will not be refrigerated so plan accordingly. Campers also do not have access to a microwave.

Arrival, Departure and Release Procedures

Every morning all campers are required to sign in at the welcome table next to the Camp Office. On Mondays parents are expected to visit the table to fill out any necessary forms and pick up information for the week ahead.

Campers will then be sent to the Playground, Lodge, or Main Field until Opening Ceremonies. If you arrive after Opening Ceremonies please visit the Main Office to sign in for the day.

This year we are implementing the policy that all parents are required to sign their camper out at the same table or from their counselors at the end of the day. Please do be prepared to show ID as we get to know all of you. If someone else is picking up your child they must be on the authorized pick up list or you must call the office to add their name. The safety of our campers is of utmost importance to the Team at Camp K.

If you are picking your child up early please do not try to locate them on the Camp K property. Visit the front office and a team member will assist you.

General Health Practices

- With hopes of keeping healthy campers and staff, campers with colds or illness are asked to stay home. Please do not put us in the position of refusing your child.
- Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Campers with communicable conditions may not return to camp without a note from their physician.
- Prescription medications will not be administered unless a Medication Authorization Form has been filled out. All medication must be in the original container and a medication form must be completed. Over-the-counter medication will ONLY be administered if a doctor writes a note for the medication to be given. Medication will be administered during lunch.
- Anyone working with children is required by law to report any suspected child abuse. This includes physical, sexual, emotional, mental and neglect.

Lice Policy

From time to time we may find that a child is in camp or has come into contact with campers who have head lice. Head lice is a growing problem in the public school system so we feel that it is important to make sure that parents are informed about our plans should head lice be found.

First off, while head lice are a nuisance, they are not dangerous and they do not spread disease. They are, however, contagious and annoying so we want to make sure they do not become a problem at our camp.

It is recommended that campers with longer hair pull back their hair in a pony tail or bun when attending camp.

All campers will be required to receive a lice check every two weeks during the summer.

General Policy

- Children who are found to have live head lice or nits will be sent home for the day. Children will be able to return when they are lice free.

Lice Prevention

- Children are not to bring stuffed animals, pillows, or blankets to camp.
- Children and Staff should avoid head to head contact. This is the primary means of spreading lice.
- Children and Staff are not to share towels, hats, or other items of clothing. Sharing hairbrushes is not permitted. Brushing hair is only permitted following the swimming block. When your child does bring one of these items to camp please remind them not to share with their friends.

Please note that spread by contact with an inanimate object is very uncommon.

After Infestation

- Articles of clothing, towels and similar items that are in the lost and found will be discarded.
- Carpets and furniture will continue to be vacuumed daily.
- Random checks will be performed on all members of the staff as well as campers.

Discipline and Guidance Procedures

Self-management skills and positive social interactions among campers and adults are encouraged and maximize everyone's enjoyment of camp. Programs use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

1. Consistent rules are clearly stated. Campers are expected to work and play within known limits.
2. Behavior expected of campers is age-appropriate and according to development level.
3. An atmosphere of trust is established in order for campers to know that they will not be hurt nor allowed to hurt others.
4. Members of the Y Team strive to help campers become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly. Camper safety is the most important concern of the program.

Conduct Policies

As in any activity, inappropriate behavior of a few campers can have a dramatic impact on the experience of the entire group. Please make certain that both you and your child are completely familiar with these conduct policies.

A camper may be suspended or released from camp, without refund, for the following behavior while participating in the program or while being transported:

- Leaving the YMCA camp location without permission or going into unauthorized areas
- Using foul language, fighting, being rude or discourteous to staff and other campers
- Verbal or written threats to staff or other campers
- Defacing Y or school property or field facilities or any property visited
- Engaging in fighting, intentionally injuring another camper or bullying
- Bringing or using any illegal substances and/or weapons
- Stealing or defacing another camper's property
- Refusing to remain with the group while at camp and during outings
- Refusing to follow check-in and -out procedures or refusing to follow basic rules of safety
- Refusing to participate in daily camp activities
- Not remaining seated at all times while being transported

Disciplinary Procedure

First incident - Parent notified by phone or in person with an incident report.

Second incident - Disciplinary write up with action steps, goals & expectations.

Third incident - The action taken at this point is at the discretion of the Director after appropriate consultation with the parent. (Range of discipline: one day suspension to removal from the program.)

Family, Friends & Pets

During camp hours family and friends are not permitted on camp property before checking in at the Main Office. Parents who wish to volunteer for any portion of the camp day need to have cleared a criminal background check based on licensing and YMCA requirements.

Campers Pets are at no time permitted on camp property.

Swim Level Checks

Campers will be evaluated on their swimming level the first time they are assigned swim time. They will be assessed in a sensitive manner on their ability to complete recognizable strokes, tread water, floating and comfort in different depths in the lake. Campers who do not pass the swim test or choose not to take the swim test will be instructed to wear a life jacket. All campers will be paired with a swimming buddy of similar ability and regular buddy checks will occur throughout the swimming block.

Rainy Days

At Camp K we don't let Rainy Days ruin our fun! Whenever possible, we will still be outside for portions of a rainy day so please dress your camper appropriately. On days when rain is imminent, campers will be bused to the Boothbay YMCA for swimming and indoor activities and sports.

Lost and Found

There is a camp Lost and Found located in the Lodge. Please make sure to check the Lost and Found periodically. Every two weeks items left in the Lost and Found will be discarded.



We look forward to welcoming you into our camp family!

Communication with parents and the safety of our campers are of utmost importance to our Team at Camp K. Please don't hesitate to reach out to us with any questions or concerns with the provided contacts on the front of this guide. Don't forget to also download the "Are You Ready?" guide for what to bring to camp.

We can't wait to make memories for a Life Time!