



**CAMP KODA**  
**Y Summer School-Age Program**

**2017**

**PARENT HANDBOOK**

**GREATER BURLINGTON YMCA  
266 COLLEGE STREET  
BURLINGTON, VT 05401  
862-9622**

## **Greater Burlington YMCA Camp Koda Program Information**

**YMCA MISSION:** To build a strong community by involving youth, adults and families in programs and activities which develop spirit, mind & body.

**WELCOME:** I would like to begin by welcoming you and your child to the Camp Koda day camp program. This is our 28th year of involvement with off-site full day summer care. We are excited to be in six locations this summer and are pleased to have your child be a part of our program.

**PHILOSOPHY:** The Camp Koda philosophy is that school-age children need a safe, challenging environment during the summer where they can develop in a positive manner. Staff foster this development by offering age-appropriate activities which include social, physical, creative and emotional opportunities for growth. Children are an integral part of the planning and implementation. School-age children are empowered to make their own choices regarding how they spend their summer hours.

### **GOALS ARE:**

1. To be the best summer school-age program that we can be.
2. To help children develop to their fullest potential physically, intellectually and socially: providing a sense of belonging, skills to build strong relationships, and opportunities for achievement
3. To deliver the program in a safe, fun, supportive, caring and positive environment.
4. To support and strengthen families.

**PROGRAM DIRECTORS:** You will receive a letter or a phone call prior to the start of the program from your child's director introducing him/herself to you. Each director is a qualified and experienced individual. We hope you make an effort to meet with your child's director the first few days of the program. The more s/he knows about your child, the better able s/he is to meet any individual needs your child may have. Directors are always willing to discuss any concerns or suggestions and will try to be "free" to talk with you during the first or the last 1/2 hour of the program. Each director will have one assistant for every 10 children in the program.

**REGISTRATION and PAYMENT:** A completed registration form and Financial Documentation/Deposits are necessary for enrollment to be considered. Our enrollment deadline is 10 days prior to start the start of the session. Please note: camps with enrollment of less than 10 participants are subject to cancellation.

A \$25 per child non-refundable deposit is due at time of enrollment for each week signed up for. Tuition is due the Friday, two weeks prior to the start of camp for each week.

Changes to registration must be requested prior to the tuition deadline (2 weeks). Changes after two weeks will be subject to a \$10 schedule change fee up until the registration deadline of the Monday prior to camp. If you cancel with less than one week notice there is NO REFUND. The \$25 deposit is non-refundable.

**FINANCIAL ASSISTANCE:** The YMCA Board and staff are committed to meeting the varied needs of a diverse population. In keeping with this mission, we welcome those who cannot afford our services to apply for financial assistance. Information is available weekdays at the YMCA front office. If requesting a scholarship, the deadline is May 13<sup>th</sup>.

**ACCEPTANCE ENROLLMENT POLICY:** Camp Koda is offered to children who have completed Kindergarten, are 5 years old through the age of 12. Camp Koda at Founders Memorial school is offered to children who have completed 3rd grade through those entering 8<sup>th</sup> grade in the fall. Enrollment is subject to constraints of space and staffing. The normal staff to child ratio is 1:10. Modifications of the program to accommodate the needs of qualified handicapped persons, including assignment of additional staff, may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, and do not result in an undue burden on the YMCA. Requests for modification or auxiliary aids should be made as far in advance of commencement of the program as possible. The YMCA strives to make the program one which provides for the safety, well-being, development and success of each child enrolled. For this reason, the YMCA has set forth the following policies which must be adhered to and supported.

**BABYSITTING POLICY:** Employees of the Greater Burlington YMCA may not be alone with children of families who are enrolled in any GBYMCA programs when the employees and the children are outside of the Y. This precludes employees babysitting for families or having children visit employees' homes. Staff place themselves in a vulnerable situation when they are alone in a home with children. The child care policies of the Y are in place to protect children from abuse and also to protect staff from accusations of abuse. We encourage professionalism in all of our staff and feel that babysitting diminishes that teacher/parent relationship. Professionalism is a part of the evaluation process, and staff members' professional relationships will be considered during evaluations.

#### **DISCIPLINE PHILOSOPHY AND PROCEDURES:**

The two basic premises of discipline are:

- 1) Behaviors are bad, not children
- 2) Discipline should be a learning experience, not a humiliating one.

Many discipline problems can be avoided if preventative discipline is incorporated into the program. Preventative discipline involves rules, informing children of the consequences of their choices, follow through, consistency, humor, and redirection.

The summer program encompasses safety and respect, safety of oneself and those around him/her, and respect of other people and their property as well as materials and equipment. Whenever possible, children will discuss and help develop rules. Rules will be few in number and written in a positive manner. Rules will be posted in an appropriate area so that new children can be consistent with them.

Y staff will implement our progressive discipline policy when behavior expectations are not met. Listed below are the steps that will be utilized:

- 1) Verbal warning is given with an explanation of why the behavior is inappropriate.
- 2) Withdrawal from activity: Child will be removed from the activity, not the program space, and required to take some time to refocus. (1 & 2 may occur simultaneously)
- 3) Verbal communication between parent and program director.
- 4) If the behavior continues, the child will be required to take a day off from the program. \*
- 5) If again, behavior continues the child will take 2 days off from the program.
- 6) If the behavior persists, suspension for one week will be implemented and a written contract will be drawn up in order to return. The child will sign the contract agreeing to acceptable behavior and alternative solutions. Parent and site director will also sign.
- 7) If contract is broken and prolonged disruptive, unsafe and unacceptable behavior continues, dismissal from the Y program may result.

**\*Steps 1-3 may be omitted if the director deems that the behavior was serious (i.e. endangering self or others) and that child was aware of the consequences of the behavior being addressed.**

**BULLYING POLICY:** The Burlington Y recognizes that children enrolled in Camp Koda should be in a safe and positive environment. Bullying has no place and will not be tolerated in Y programs. Bullying is defined as any overt act or combination of acts directed at another child or group of children and which:

- 1) Is intended to ridicule, humiliate, or intimidate the student
- 2) Is repeated over time

To address bullying, the Greater Burlington Y:

- Encourages children to report personally or anonymously to Y staff acts of bullying.
- Encourages parents or guardians of children to file written reports of suspected bullying as soon as possible after an event occurs
- Require Y staff who witness acts of bullying or receive student reports of bullying to immediately notify their supervisor
- Require supervisors to accept and review all reports of bullying, including anonymous reports
- Staff will contact the parent or guardian of the child who commits an act of bullying. The parent or guardian will be notified of the response from the Y staff and the consequences of the behavior.
- Staff will notify the parent or guardian of the child who was the target of bullying about what action will be taken to prevent future incidents

When determining a consequence for bullying, the following factors will be considered:

- Age, development, and maturity levels of the parties involved
- Degree of harm / Nature and severity of the behavior
- Surrounding circumstances

- Incidences of the past or continuing patterns of behavior
- Relationship between the parties involved
- Context in which the incidents occurred

Some of examples of consequences could be:

- Temporary removal from the program
- Loss of privileges
- Modification of schedule
- Expulsion from the program
- Legal action

**RESPECT:** The YMCA will do all we can to ensure that the environment at all summer camp locations is one in which staff and children feel safe and respected. Any child, or staff, who continuously show a lack of respect for others through their words or actions, may be asked to leave the program. We ask parents to work with us in ensuring that each child understands the importance of mutual respect and that this policy is for their benefit as well as others.

**DROP OFF:** Please do not drop off your child before 7:30 a.m. Children should not be left unaccompanied in the Y lobby or at the school.

**PICK-UP:**

1. All children must be picked-up no later than 6:00 p.m. Any child who has not been picked up by 6:00 p.m., will automatically be charged \$10.00 per family for the first 10 minutes and \$5.00 for every 5 minutes thereafter. **This fee will be added to the tuition bill.**
2. If, for any reason, a parent is not able to pick up his/her child by 6:00 p.m., the parent should call the person designated for emergency pick-up on the application form.
3. If a child is not picked up by 6:15 p.m. the director will call the emergency back up name listed on the application.
4. Children will only be released to those persons listed on the registration form as authorized persons to pick-up. Any other person coming to pick-up must have a note signed by the parent.
5. Your child must be signed out daily when you pick up.

**IMMUNIZATION RECORDS:** Along with each child's application and emergency information, a current *updated immunization record* must be made available to the YMCA. It will be kept on file with the Site Director at the site your child will be attending.

## **EMERGENCY PROCEDURES**

**PROCEDURES FOR INJURIES:** If a child is injured, the Site Director or acting director, will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

1. Attempts to contact a parent or guardian.
2. Attempts to contact a parent through any of the persons listed on the emergency information form.

If we cannot contact the parent/guardian or the situation warrants, we will either:

1. Call an ambulance/paramedic or the non-emergency care number.
2. Have the child taken to an emergency hospital in the company of the site director.

**ADMINISTERING MEDICATION:** Medication which needs to be administered should:

1. Be brought directly to staff.
2. Contain written instructions as to quantity, time for administration, name and phone number of the doctor, and any other directions or otherwise be in the original container. Additionally, written clearance must be given to the YMCA to administer the medication. Medicine release forms are part of this parent handbook.

**EPI PEN/INHALER POLICY:** If your child has an EPI pen or an inhaler to prevent an allergic reaction, we require that YMCA staff have access to 2 pens and/or one inhaler at all times. Please ensure that these are readily available at the site in case of emergency.

**ILLNESS:** Children may not be in the program if they have a contagious illness, a high fever, vomiting or diarrhea, or a bad cold. Parents will be called to come and get their child if s/he exhibits any of these symptoms. Children who have runny noses, but otherwise are fine may attend the program.

**PARENT CUSTODY ISSUES:** Either parent of a child with legal custody may pick a child up at any time. If there is a restraining order on one parent, the YMCA must have a copy of the court order on file. If no such restraining order is on file, we will need to release the child. If one parent has sole legal and physical custody, we will need a copy of that order as well. This policy is to clarify custody and ensure the safety of your child.

**SUSPECTED CHILD ABUSE AND NEGLECT:** As professional childcare providers, we are mandated by the State of Vermont to report any suspicion of child abuse or neglect. Staff are directed to report all suspicion immediately to the Assistant Director of School-Age Programs prior to calling the Department of Child and Families (DCF) to file the report. Parents will be notified of any such calls made by the YMCA staff unless we have reason to believe that the parent is responsible for the abuse or neglect.

If you should have any concerns regarding the treatment of your child by a staff member, we ask that you notify the Assistant Director of School-Age Programs immediately. If the suspected behavior warrants that a report should be made to DCF, the employee will be dismissed with pay until s/he is cleared of any suspicions or until guilt has been proven, in which case the employee will not return to work.

**PARENTS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL:** If a parent arrives to pick up a child and it is visibly evident that the parent is under the influence of drugs or alcohol, the Site Director must inform the parent that if s/he leaves with the child in a car, the police will be notified. If the parent is not willing to call someone else to get the child, and insists on bringing the child home, staff must follow through and notify police. It is expected that such conversations with a parent will take place out of earshot of any children and confidentiality will be respected.

## PROGRAM

**A TYPICAL DAY:** Although each day will vary depending on the energy level of the group, there is a standard set of activities that will happen on most days. The format is designed to give each child plenty of "choice time". Curriculums are to be posted weekly. The components of a typical day will include:

Time	Activity
7:30-8:45	Children arrive/art activity out/board games/circle games/free play
8:45-9:15	Snack time (provided by parents) /Social time
9:15-10:30	Theme Block-Children have choices which may include: Sports/active/skill building Art/drama/music/dance STEAM (science/technology/engineering/art/math) Cooking Nature/Outdoor skills and crafts
10:30-11:45	Outdoor games/Free play
11:45-12:30	Lunch (provided by parents)/Social time
12:30-1:00	Literacy/Reading Library Clubs Quiet time
1:00-2:15	Club time
2:15-3:45	Outdoor games/Free play/Swimming at local pool or beach
3:45-4:15	Snack time (provided by parents)/Social time
4:15-5:15	Theme Block (similar to above, but new choices)
5:15-6:00	Children depart/art activity out/board games/circle games/free play

### Curriculum extras include:

1 x week: Field Trip and/or Enrichment activity (entertainer, artist, etc.)

**FIELD TRIPS:** Field trips are planned to enhance the Camp Koda program. A Mountain Transit bus may be used. All trips will be planned at least 1 week in advance to give parents adequate notice. Occasionally a full day field trip may be planned and parents will be notified. Additional fees will **not** be assessed to cover the extra cost of regular field trips. Special optional trips may have a fee. In order to maintain fairness and equity on trips, children should not bring spending money on field trips.

**ENRICHMENT ACTIVITIES:** Enrichment activities are additional outside sources used to fortify the curriculum. Entertainment, lessons, special art activities, and artists are examples of enrichment. These people can be paid or volunteer.

**QUIET TIME:** Time is allotted daily for quiet activities.

**SWIM:** Children enrolled in the Burlington location will have the opportunity to swim in the "Y" pool several times a week. Off-site programs may schedule swimming field trips to local beaches or pools on a daily or weekly basis. An additional fee may be incurred for the Essex Town Pool pass.

**SNACK:** Two snack times will be scheduled during the day, one in the morning and one in the afternoon. Children will bring their snacks from home. Please send in healthy food and drink options.

**GROUP AND INDIVIDUAL ACTIVITIES:** Scheduled activities will provide a balance between large group, small group, and individual activities so as children have time to practice varied social skills.

**OUTSIDE PLAY:** The children will go outside everyday, even if it is drizzling. Whenever a group leaves the area, a note will be posted stating where the group is and what time they will return.

**ART:** The majority of art projects will be open-ended and creative. Even when a specific product is desired, (i.e., a boat), children should be encouraged to be creative and add individual touches of their own.

**PARENT/STAFF COMMUNICATION:** Good communications between parents and their child's caregivers is essential to provide the best possible care for each child. The format of communications may be formal or informal. It is vital that you inform us of changes in your child's life that may affect behavior. These changes may include, moving, hospitalization of a sibling or parent, alterations in the parents' relationship or death in the family. Staff members can better provide for a child's needs if they are aware of the situation.

**VIDEOTAPING/PHOTOGRAPHING OF CHILDREN:** There may be times throughout the summer when the YMCA, local media organizations (radio, television, newspapers) or authorized individuals may want to videotape or photograph groups or individual children in our various program for public relations purposes. If you do not want your child to appear in any videotapes or photographs that may be used for public relations or educational purposes please indicate on the permissions form and contact the director.

#### **WHAT TO BRING:**

- **LUNCH:** Each participant is expected to bring their own healthy lunch and drink daily. The lunch should be packed in either a lunch box or paper bag with your child's name clearly written on it. We do not have refrigerator space for all lunches, therefore to keep your child safe, please do not send any perishable foods or use mayonnaise on sandwiches.
- **SNACK:** Two snack times are scheduled during the day. Please send enough food for both snack times.
- **SUNSCREEN:** Please send your child with sunscreen each day. If you can apply in the morning before they come that would be helpful, if not we are happy to ensure that it gets applied during the day.



- BATHING SUIT AND TOWEL: Children should bring a bathing suit and towel on their scheduled swim days. You will receive this information in advance.
- WATER BOTTLE: Often we take trips outside the building. We encourage plenty of water consumption. Please send a bottle for your child to fill.

We are pleased that you are a part of the Camp Koda program this year. Please feel free to call the YMCA with any questions or concerns.

School Age Coordinator  
802-652-8152

\*The above policies are for all Camp Koda programs. If you feel you cannot abide by these policies you should contact the School Age Program Coordinator prior to your child's participation in camp.



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YMCA CAMP KODA**

### **MEDICINE RELEASE FORM**

As parent or guardian of \_\_\_\_\_ I here by grant  
permission for the staff of Camp Koda to administer the following medication:

Program Site: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Amount to be administered: \_\_\_\_\_

When to be administered: \_\_\_\_\_

How to be administered (i.e., orally, shot, etc.): \_\_\_\_\_

Length of time and dates (i.e., all summer, 2 weeks etc.)

\_\_\_\_\_

Special instructions: (i.e., refrigeration): \_\_\_\_\_

\_\_\_\_\_

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Camp Koda Permissions

Program location:

Child's Name: \_\_\_\_\_

☐ Essex ☐ Founders ☐ Georgia ☐ Underhill Central ☐ Waterbury ☐ YMCA - Burlington

**Sunscreen/Lotion/Bug repellent:** I give permission for staff to apply sunscreen, lotion, or bug spray as needed. (Either a preferred brand provided by you and clearly labeled with child's name or the sunscreen that the staff has on hand at the program.)

**Photo:** I give permission for my child to be photographed or video-taped. These may be used for things like bulletin boards, newsletters, program brochures, staff training and other YMCA promotional/internal business.

**Swimming:** Swimming trips to local swimming spots might be scheduled. In the event that a trip is planned, there will be a certified lifeguard present and the staff will swim with the children to ensure their safety. I understand that if I do not want my child in the water they will remain on the pool deck or in a designated safe area with a staff member.

**Movie:** On occasion, we would like to show carefully selected "G" and "PG" rated movies. In the event a "PG" movie will be shown the title, date etc. will be posted and staff will always be present during showings.

**Transportation:** Occasionally, the children will have the opportunity to leave the school and go on a field trip (i.e. bowling, mini golf, swimming). When this happens, buses are rented by the Y through Mt. Transit. If you do not want your child to attend the trip, you will need to make alternative plans for the day.

**Un-Licensed spaces:** On occasion we will move to an area in the school other than that which has been pre-approved by licensing. Examples of space are: the art room, library, media area or a walking fieldtrip. The children will remain safe and cared for by staff wherever we go. When we are in the building our whereabouts will always be posted.

**Communication:** I give permission for my child's teacher/school personnel/outside support agencies to release information to YMCA staff to provide a positive experience while attending the program (behavior management plans, 504 Plans, IEP's, and other information).

**Additional Support and Information:** We maintain a 10:1 child to staff ratio with a variety of other large group activities. Please describe any supports your child is currently receiving or other information that will help for your child to be successful in our program.

\_\_\_\_\_

\_\_\_\_\_

I have read this permission form completely and I, \_\_\_\_\_  
(please print)

Parent/Guardian of \_\_\_\_\_ understand and give my  
(please print)

permission for all of the above items (exceptions or stipulations must be articulated in writing and attached to this document before beginning the program).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date