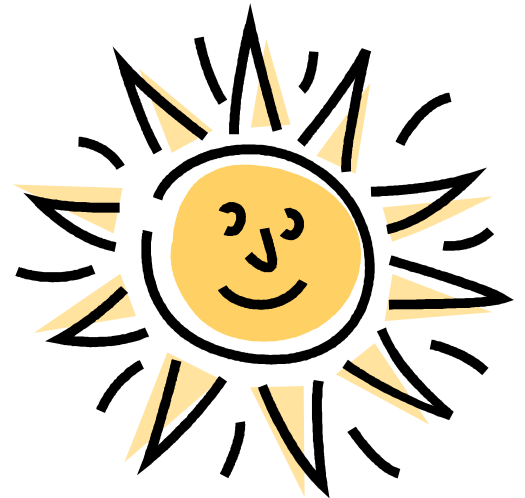




FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# MAKING SUMMER MAGICAL



## YMCA OF GREATER NASHUA Summer Camp 2012 Parent Handbook

**Camp Sargent**  
*On Lake Naticook*  
141 A. Camp Sargent Road  
Merrimack, NH 03054  
603 880 4845  
[www.campsargent.org](http://www.campsargent.org)



**Camp Merrimack**  
6 Henry Clay Drive Merrimack,  
NH 03054  
603 881 7778  
[www.nmymca.org](http://www.nmymca.org)

**Camp Nashua**  
24 Stadium Drive  
Nashua, NH 03062  
603 882 2011  
[www.nmymca.org](http://www.nmymca.org)

Camp Directors:  
Contact Information

**Camp Sargent**

Randy Menken  
[rmenken@nmymca.org](mailto:rmenken@nmymca.org)  
Winter 603-881-7778  
Summer 603-880-4845

**Camp Nashua**

Sarah Sutherland  
[ssutherland@nmymca.org](mailto:ssutherland@nmymca.org)  
603-882-2011

Nashua Arts & Humanities  
Camps- Tiffany Joslin  
[tjoslin@nmymca.org](mailto:tjoslin@nmymca.org)  
603-882-2011

Preschool Camps & The Quest-  
Sarah Sutherland  
[ssutherland@nmymca.org](mailto:ssutherland@nmymca.org)  
603-882-2011

**Camp Merrimack**

Recreation Camp-Randy Menken

Merrimack Arts & Humanities Camps-  
Lynne Boyer [lboyer@nmymca.org](mailto:lboyer@nmymca.org)  
603-881-7778

Sports Camp-Jake Batchelder  
[jbatchelder@nmymca.org](mailto:jbatchelder@nmymca.org) 603-881-7778

Young Explorers Camp- Elizabeth Witmer  
[ewitmer@nmymca.org](mailto:ewitmer@nmymca.org) 603-881-7778

**Child Care & Camp Administrator**

Jeanne Potelle  
[jpotelle@nmymca.org](mailto:jpotelle@nmymca.org)  
603-689-2419

**Camp Address/Phone Number**

**Camp Sargent** *on Lake Naticook*  
141 A. Camp Sargent Road  
Merrimack, NH 03054  
603-880-4845 (summer only)

**Camp Merrimack**  
Merrimack YMCA  
6 Henry Clay Drive  
Merrimack, NH 03054  
603-881-7778

**Camp Nashua**  
Nashua YMCA  
24 Stadium Drive  
Nashua, NH 03062  
603-882-2011

# GENERAL CAMP INFORMATION

## REGISTRATION PROCEDURE/TRANSFERS & REFUNDS

1. Camp Payment option #1-Pay in full at registration.
2. Camp Payment option #2-Set up weekly auto draft via credit/debit card or EFT at registration. Funds will be scheduled for auto draft on the Friday prior to camp week. A minimum of a \$25 non refundable deposit is due at the time of registration per week per child.
3. Campers are eligible to register for camp programs according to the grade they will be entering in the fall. Please contact the camp director prior to registering for if you feel this policy does not fit your child's particular needs and would like to request they be placed in a different grade.
4. There are no refunds for camp (except for medical/emergency reasons). A \$25 deposit per week per child will be kept for dropped weeks. If requested in writing (to the camp director) the YMCA will transfer your tuition payment towards other weeks of camp providing you request this one week prior to the start of that (requested) camp week.
5. Camp registration will close at 6:00pm on Friday for the following camp week. No exceptions to this rule will be made. This is to ensure no group has too many campers per counselor and for the safety of your child.
6. Please note that nonattendance does not relieve responsibility of payment.
7. Unpaid balances will result in forfeit of roster spot. Any re-registration will include a new deposit; no credits will be applied from unpaid balances.
8. Unpaid balances from ANY previous YMCA of Greater Nashua program/service MUST be paid prior to registering for summer camp. No exceptions.

## HEALTH/MEDICAL INFORMATION

NH state law requires all campers to have a completed health form on file with the YMCA PRIOR to attending day camp. This form requires all immunization dates and a physical exam within 2 years prior to attending camp for children ages 6 and over and must be signed by the attending physician. Campers under age 6 must have yearly exams.

1. Forms must be dated after Sep. 1, 2010 for children 6 years and up and dates Sept. 1, 2011 for children 5 years and younger.
2. Forms are due to your child's camp administrator by your tuition balance due date (the Friday prior to the camp week). Registration is not complete without these forms being on file for EACH camper.
3. Parents/guardians are strongly encouraged to keep a copy of their child's health form.

Please ensure that the YMCA has the appropriate camp forms on file for your child. These forms are the personal information, parental releases & medical information form and the authorization to administer prescription and non prescription form (if needed). Registration is not complete without these forms being on file for EACH camper. Additional forms may include a draft form to schedule your payments if you do not pay in full at the time of registration. Prior to your child attending his/her first day of camp it is **your** responsibility to make sure that we have ALL necessary forms on file. Doing this will ensure there is no interruption to the start of your child's camp experience.

If a child requires either a prescription or a non-prescription drug, the parent must send a supply, for each session of camp. Medication MUST be in the original prescription container with the proper name and date.

1. Parent/guardian must give medication directly to a member of the senior camp staff if the director is unavailable.
2. Children are NOT permitted to carry any form of medication except asthma medication and Epi-Pens and this must be noted on the medical dispensing authorization.
3. Parent/guardian is responsible for retrieving their child's medication at the end of their camp sessions. After the summer ALL unclaimed medication will be disposed of.
4. A YMCA "medical dispensing authorization" form must be completed and signed when dropping off medication. Medication MUST be in the original prescription container with the child's proper name and date.

## **INJURIES/FIRST AID**

All YMCA staff are certified in CPR and First Aid. Also, every staff member is informed of the policies and procedures to follow in case of an injury or illness. If your child is injured, the staff will take the necessary steps to obtain emergency care. These steps include, but are not limited to:

1. Attempts to contact a parent/guardian.
2. Attempts to contact a parent/guardian through any of the persons listed on the emergency information form you completed at the time of registration.
3. If we cannot contact you, or in emergency, we will call an ambulance (911), and have the child taken to an emergency room in the company of a YMCA staff member. Southern NH Medical Center will be used in most instances unless otherwise requested.
4. On ALL field trips, a copy of each camper's medical history, permission to provide treatment and emergency care, insurance information and prescription medication is taken with the group.

## **BEHAVIOR MANAGEMENT POLICY**

The YMCA of Greater Nashua's campers advocate a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Our staff reminds campers that camp rules are established for safety and to ensure that we have a common standard of behavior.

Corrective discipline is done in a creative, caring effort on the part of the counselor, and it must be seen as such by the camper. Our staff always suggests positive alternatives to unacceptable behavior before it gets out of control. Some examples are (but not limited to):

1. Discussing rules with campers and identify out-of-bounds areas.
2. Discussing the possible consequences of breaking any rule:
  - Restriction from activity
  - Extra duties
  - Conference with director
  - Conference with parent/director
  - Removal from the camp
3. Our staff enforces all rules at all times, without malice, and is consistent in application.
4. Our staff **Never** allow discipline to include depriving a camper of food, restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threats, corporal punishment (striking, biting, kicking, squeezing etc), washing out the mouth, or physical exercise or restraint.
5. A positive experience and safety is our primary concern. Physical/Mental abuse is not tolerated. At the discretion of the supervisory camp staff a child (children) may be asked to leave camp.

Verbally abusive behavior by any parent/guardian will not be tolerated and will result in removal of camp and (if applicable) potentially having Y membership canceled. The Camp Director reserves the right to remove any camper if their parent/guardian acts in this manner.

**If the YMCA of Greater Nashua staff has reason to believe that a camper is being abused at home it is our duty to inform authorities. If this should happen, our intent is to simply protect the safety and well being of the child, nothing else.**

**Consumption and or possession of alcohol, smoking or chewing tobacco, firearms, knife, animals (any size/any kind) anywhere on property is strictly prohibited.**

**At Camp Sargent** events where friends and family members are invited to participate in activities (example: Family Night/Carnival, end of the year family BBQ) it is important to remember they are invited guests of the parents/guardians of Camp Sargent campers. Their actions can be detrimental to the camper's enrollment status. ALL guests of the camper are expected to adhere to ALL policies set forth in this agreement.

## LATE PICKUP FEES

Late fees begin at the close of the camp day (4:00pm) or at the close of Post Camp (6:00pm) depending what your child is registered for, for the particular week:

1. \$10.00 for pickup within the first 10 minutes and an additional \$1.00 per minute past the initial 10 minutes.
2. ALL late fees are payable within 24 hours of charge. If not paid within 24 hours this fee will be applied to your account as an outstanding balance and may result in your child's termination of enrollment if not paid within a reasonable amount of time. Unpaid balances will result in forfeit of roster spot. Any re-registration will include a new deposit; no credits will be applied from unpaid balances.

## CAMP VISITORS

We recognize that camp can be a little scary for first time campers. Parent visits are welcomed. Anyone coming onto camp property must check in with staff upon arrival. Each camp directs visitors differently based on their particular facility. Parents; we understand your desire to "check in" with the staff and even your child to make sure their day is going smoothly, by doing this in excess may sometimes work against them if they are struggling at being away from home in a camp setting for the first time. Thank you for your understanding.

## SIGN IN/SIGN OUT & AUTHORIZED PICK UP

It is the responsibility of the parent/guardian to have their child signed in and out of camp daily by an adult (except if the child is taking the bus). In order for children to walk home from a bus stop, written parental permission is required and must be submitted to the Camp Director. Counselors will be responsible for dismissing all campers properly:

1. Parent or authorized pick-up person (name must be on "authorized pick-up" list).
2. Buses (only for Camp Sargent and Camp Merrimack Y camps).
3. Post camp (if child is registered).

Anyone picking up a child should be prepared to show a driver's license or photo ID EVERY DAY. This is for the safety of your child. Only the legal guardian can update the "authorized pick-up" list for their child (in person, not over the phone, email or a written letter). If a camper is to be picked up early, a written note must be given to the camp director or a senior staff member that morning. Indicate the time of the pickup and by whom (name MUST be on "authorized pick-up" list). Without prior notice, it can take some time to bring your child to you. If there is someone new that is picking up your child they must be added to the pickup list.

No person (including Parent/Guardian) appearing to be intoxicated or under the influence of drugs may remove a child from camp. The YMCA of Greater Nashua's camp's reserves the right to consult authorities and/or suggest alternative transportation.

Campers are ONLY released to individuals who are on the "authorized pick-up" list/roster. It is imperative that you put any and all names, phone numbers and relationship to camper on this list that *may* pick your child at the time of registration. **Should someone be picking up your child who is not on this list it is your responsibility to physically come in to camp and put them on the list.** Faxes, emails or phone calls will **not** be accepted to do this as we cannot identify that it is in fact you putting them on this list. **Photo ID is required** at the time of pick up. Please inform anyone who does not normally pick up your child that they must be on the list AND they must have a photo ID with them or your child will not be released to them.

## FINANCIAL ASSISTANCE

Our goal is to provide as many summer day camp experiences as possible. Each year the number of families in need grows. We will make every attempt to assist families with registering their children for one of our camps. Eligibility is based on financial need and requires completion of a Y Cares application and proof of income. Applications will be available beginning in January at the Welcome Centers. Completed applications will be accepted beginning January. Financial assistance will be awarded on a first come first serve basis. There is limited funding so get your application in early. Award letters will be mailed out within

two weeks of receipt of the application. **Camp registration forms will not be accepted without an award letter AND a \$25 deposit per week per child.** Financial assistance has been made available through the generous contributions of YMCA friends.

### **PARKING**

We make every effort to make the drop off and pick up process as quick as possible. With that said, safety is first and foremost. We ask that all vehicles never go faster than 5 mph in the parking lot. At times it may seem a little crowded with cars and we ask for your patience if this should occur. **At Camp Sargent** we ask that you not park along Camp Sargent Road as this is a town road and not our property. At the Nashua or Merrimack Y parking lots we ask that you park in a designated parking space and not park alongside the building.

### **INTERNET AND SOCIAL NETWORKING SITES**

Among other policies and rules that every staff person must sign prior to their first day at camp, one of them is "I understand that I am responsible for ANY pictures, videos and content that I post on any social networking website. Furthermore, I understand that "socializing" with any camper and or parent is prohibited as my actions/content represents the YMCA of Greater Nashua while I am employed by it." We ask that parents refrain from electronically communicating with any staff member. Please speak with your child about not electronically communicating with any staff member too. Often time's campers don't understand the difference between their relationship with their counselor at camp and what "time off" means to our staff, out of camp. To avoid any potential issues we ask that internet communications not be done between staff, campers and or parents. Thank you for your attention to this matter.

### **PARENT COMMUNICATION**

Upcoming field trips, events and other important information that parents need to know about at camp will be communicated via email and or message on the large parent message board, at the front of camp. This is **your** responsibility to act on these message notifications. Please read and act upon such parent notifications.

**At Camp Sargent**, Mighty Mini campers will have a "My Day" form completed by their counselor on a daily basis. This one page form tells the parent what activities the camper participated in that day, if there was a free period, what that was, am and pm mood and upcoming events/activities to be aware of in that group. If you do not get a My Day form given to you at the end of the day please let the counselor know. After multiple days of not receiving My Day forms please make the camp director aware of this as soon as you can, assuming you have already asked the counselor for them first.

### **STAFF/CAMPER RATIOS & SUPERVISION (UP TO)**

3 year old day campers	1:6
4 year old campers	1:8
5-year-old day campers	1:10
6- to 8-year-old day campers	1:12
9- to 14-year-old day campers	1:15
15- to 17-year-old day campers	1:15

There are always two staff members with a group of campers unless they are in an area near the main lodge or within eye sight or ear shout of another staff member or where other groups are and have easy accessibility to get help in the event of an emergency. Please note that during the hours of pre/post camp the ratios above are not followed but will not go outside of the state ratio of 1:15.

When at all possible, groups will be supervised by a minimum of two staff members.

In the event of an emergency when the ratios may not be met, staff is trained to use their best judgment. The utilization of older campers and walkie talkies is used when necessary and or available.

All staff is expected to supervise and instruct campers while on duty. This means that campers are number one and should be attended to during that time. Prior to camp, staff is given a detailed job description, sign a code of conduct/agreement and go through a rigorous training\* which takes place over the course of a few days.

*\*Staff that are hired after camp has begun and do not partake in the pre-camp training are hired based on prior (related) "field experience" in the area of camp, supervision skills and understanding.*

### **VIDEO/PHOTOGRAPHS**

As a participant in any YMCA program, your picture or that of your child *may* be taken and used for YMCA promotional materials. Please contact the camp director if you do not want either yourself or your child to be videoed/photographed. At times, there *may* be media at one of our sites taking video, photographs and or interviews of campers and or staff for a magazine/newspaper article. If you do not wish to have your child participate please notify the camp director at the start of the summer camp season.

### **LAST WEEK OF CAMP**

Camp Sargent and all camps within the Merrimack Y facility follow the Merrimack School District calendar; therefore, we sometimes start the camp season later than the posted schedule due to snow days that are needed to be made up over the winter. The same is true for Nashua Y related camps following the Nashua School District calendar.

Because some of our counselors, lifeguards, program directors and assistant camp directors are in college and or have professional jobs during the non-summer months, we *may* not be able to guarantee that all campers will have the opportunity to participate in each activity that week. Because staffing is sometimes lower during the last week of camp and in order to stay within our staff to camper ratio (1:15) registration *may* close prior to 6:00pm the Friday before the last week of camp. You are encouraged to register as early in the week as possible to ensure a spot on the roster.

### **LOST & FOUND**

Please label everything that your child comes to camp with, with your child's name. Unclaimed items at the end of each camp day (6:00pm) will be donated to area agencies.

### **LUNCH & BEVERAGES**

Each camper should bring to camp daily a water bottle, non-refrigerated lunch and at least two healthy snacks. Please do not send and foods that need to be micro waved. Please do not give your child gum, soda, lollipops or any other candy to bring to camp. We have very little refrigeration space so please pack minimally if something has to be refrigerated.

### **CAMPER ILLNESS**

A sick child is to be kept home for his/her sake as well as that of others. If a child should become ill during camp, the parent/guardian will be called and asked to make arrangements to have their child picked up within one hour of the call. If someone will be picking up your child that is NOT on the authorized pickup list (which you fill out at registration) it is your responsibility to communicate this with the camp director as they will be required to show ID before picking up your child. Infection control is practiced; however please understand that we do not have the facility or the staff to isolate a sick child. State law requires that children with a temperature in excess of 100 degrees or physically ill must be sent home.

\*\*\*Children sent home MUST be symptom free for at least 24 hours before returning to camp unless a doctor's note is submitted allowing them to attend. If your child has a communicable disease, please notify the YMCA/Camp Sargent so other parents can be informed. The camp reserves the right to require a child to see his/her pediatrician at the discretion of the camp director, before returning to camp. Parents/guardians remain responsible for payments in cases of illness or injury.

## **WHAT TO PACK**

- Extra pair of socks
- Sandals or water shoes (during boating and swimming only)
- Sun block
- Bug spray
- Bathing suit
- Towel
- Water bottle
- lunch (which does not have to be heated)
- Two healthy snacks

## **WHAT NOT TO PACK**

- Any electronic device
- Money
- Toys
- Family heirlooms/personal keepsakes
- Real or replica firearms/weapons are **never** permitted on camp property.
- Anything that you don't mind **not** coming back home should it get lost or stolen.

## **PERSONAL PROPERTY**

The YMCA of Greater Nashua does not assume any responsibility for lost or damaged personal property. This may include (but not limited to): toys, playing cards, sports equipment, automobiles, bicycles, electronics, cooking equipment, food/drink etc. The group leader (as outlined in this contract) will personally handle (and be responsible for) the securing of valuables as he/she determines necessary. Any medication/personal belongings remaining at camp after the last day will be disposed of, if not picked up or arrangements made to pick it up.

## **SUNBLOCK/HYDRATION/BUG REPELLENT**

Parents should provide their child with sun block and bug repellent. Sunscreen should be applied to your child prior to drop off. Throughout the day, your child's counselor will remind your child to apply/reapply sunscreen. It is the child's responsibility to apply their own sunscreen. If your child is particularly sensitive to the sun, a hat may also be appropriate. In this case, please remind your child to keep his/her hat on throughout the day. Water bubblers are available at each camp location so only one water bottle is needed.

## **BUS TRANSPORTATION**

Bus times and location of stops can be found in the camp brochure. Bus times are approximate and subject to change. Please allow 20 minutes leeway before and after the scheduled times for traffic, weather, etc. Tardiness delays the bus even more for other stops so please make every effort to be on time or early at the bus stop. Parents/guardians are responsible for their child's safety before the bus picks up in the morning and after the bus drops off in the afternoon. Children not picked up will remain on the bus at the bus stop until an authorized pickup comes to the bus. For your child's safety, do not drop off your child from the car. Please escort them to the camp bus stop until the bus arrives and the bus counselor has marked their attendance and you see them physically go on the bus.

In the event of a change to the scheduled bus stop location a phone call will be made to the authorized adult(s) on your child's personal form.

On ALL field trips, a copy of each camper's medical history, permission to provide treatment and emergency care, insurance information and prescription medication is taken with the group.

Our bus counselors follow the safety procedures implemented by the contracted bus company. Examples: passenger seating limits established by the bus manufacturer, all passengers wear seat belts; all passengers remain seated while the bus is in motion etc. Any questions please contact Camp Director.

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Signature of person registering child

Date

*By signing you are agreeing to have read and understand the above 2012 Summer Day Camp parent handbook.*