



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Burbank Community YMCA Summer Day Camp Parent Handbook 2011

**332 East San Jose Avenue
Burbank, CA 91502
Phone: 818-562-5461
Fax: 818-842-0727**

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Table of Contents

Welcome	3
Summer Camp Philosophy	3
The YMCA	4
YMCA Philosophies	4
CDC Administration Office	5
Registration and Fees	6
Financial Scholarship	7
About Our Camps	7
Bathroom Procedures	11
Site and Food Service	12
Transportation	13
Health and Wellness	15
Operational Management	17
Human Resources	19
Program Design and Activities	20
Emergency Procedures	22
Emergency Preparedness	23

Welcome

Welcome to the Burbank Community YMCA Summer Camp! If you've been a part of our camp experience before, welcome back! If this is your first year with us, thank you for joining our YMCA family! This summer will be an incredible experience that will be filled with wonderful opportunities for your children to grow and learn and most importantly, have fun!

I have been with the Burbank Community YMCA for over six years now and I always look forward to summer. Summer Camp is a time when the children really get to go out and play, explore the world in their own unique ways, and learn about the world around them. Between swimming, roller skating, hiking, and more, your children will be motivated to get up and move! Field trips such as the Aquarium of the Pacific and the Natural History Museum will educate through fun, and our annual BBQs at Brace Park promote a community feeling where everyone is welcomed to attend.

It is always a joy to see our Summer Camp families return each year. I have had the distinct pleasure of watching some of your children grow from little Voyager campers to big mature Adventure campers. Some of your children have now grown taller than me! Summer Camp is about making memories and meeting friends, and I look forward to watching all of our campers continue to grow.

Have a wonderful summer!

Bryan Snodgrass
Summer Camp Director

Summer Camp Philosophy

At the Y, we focus our work in three key areas, because nurturing the potential of kids, helping people live healthier, and supporting our neighbors are fundamental to strengthening communities.

Day Camp, like many Y programs, is about learning skills, developing character and making friends. But few environments are as special as camp, where kids become a community as they learn both how to be more independent and how to contribute to a group as they engage in physical, social and educational activities. Day Camp teaches self-reliance, a love for nature and the outdoors, and the development of attitudes and practices that build character and leadership—all amidst the fun of field trips, camp songs, outdoor games, swimming, talent shows, and meaningful relationships. Y counselors are dedicated to making sure camp is an amazing experience for every camper by providing an atmosphere for campers where they can develop a variety of satisfying skills and relationships.

The YMCA

Our mission is to strengthen the foundations of community by providing people of all ages lifelong opportunities to become stronger in spirit, mind and body. We build strong kids, strong families, strong communities.

Today's YMCAs serve thousands of U.S. communities, uniting 21 million children and adults of all ages, races, faiths, backgrounds, abilities and income levels. Our reach and impact can be seen in the millions of lives we touch every year. Across the nation, YMCAs are committed to helping:

- Children and youth deepen positive values, their commitment to service and their motivation to learn
- Families build stronger bonds, spend time together and become more engaged with their communities
- Individuals strengthen their spiritual, mental and physical well-being

At every stage of life, YMCAs are there to help children, families and individuals reach their full potential. The nation's 2,686 YMCAs respond to critical social needs by drawing on our collective strength as one of the largest not-for-profit community service organizations in the United States.

YMCA Philosophies

Activate America

Activate America is the YMCA's response to the nation's growing health crisis. The YMCA is redefining itself and engaging communities across the country to provide better opportunities for people of all ages in their pursuit of health and well-being in spirit, mind and body. Through Activate America, we're shifting how we focus our work inside and outside the YMCA to engage health seekers, who we define as all children, youth, teens, adults and families whose successful pursuit of health and well-being requires continuously supportive relationships and environments.

Character Development

All programs at camp are designed to promote positive values. The YMCA focuses on six pillars of character development, each of which is assigned a color that helps the campers and staff in the character education process. YMCA staff members are hired based on their commitment to accept and demonstrate these positive values in their own lives. The six pillars are:

- Caring (Red)
- Fairness (Orange)
- Respect (Yellow)
- Responsibility (Green)
- Trustworthiness (Blue)
- Citizenship (Purple)

40 Developmental Assets

The *Search Institute's* 40 Developmental Assets have become the most widely used approach to positive youth development in the United States since its creation in 1990. The Developmental Assets represent the relationships, opportunities, and personal qualities that young people need to avoid risks and to thrive. Studies of more than 2.2 million young people in the United States consistently show that the more assets young people have, the less likely they are to engage in a wide range of high-risk behaviors. The average young person experiences fewer than half of the 40 assets. Boys experience three fewer assets than girls (17.2 assets for boys vs. 19.9 for girls).

CDC Administration Office

The CDC office is open from 8:00 AM to 5:00 PM, Monday through Friday.

If you need to conduct business outside of our regular office hours, please contact your program director to make special arrangements. Feel free to contact us by phone or by email at any of the numbers listed below.

Mary Cutone
CDC Director (818) 562-5461 x. 230 mary@burbankymca.org

Chris Barnes
Office Manager (818) 562-5461 x. 276 chris@burbankymca.org

Lori Nelson
Preschool Director (818) 562-5461 x. 230 lori@burbankymca.org

Bryan Snodgrass
School Age/Summer Camp Director (818) 562-5461 x. 295 bryans@burbankymca.org

Matt Martinez
Youth Development Director (818) 562-5461 x. 246 matt@burbankymca.org

If you need to speak to someone before or after regular office hours, please call the main building at the YMCA and ask to be transferred to one of the following extensions. If you ever have any trouble reaching your child's counselor, please dial the YMCA again and ask for a Manager on Duty and they will be happy to assist you.

Preschool	(818) 845-8551	Rooms #1 & 2	x. 237
Preschool	(818) 845-8551	Rooms #3 & 4	x. 240
Preschool	(818) 845-8551	Rooms #5 & 6	x. 241
Preschool	(818) 845-8551	Room #7	x. 242
Voyager Camp	(818) 845-8551	Room #201	x. 245
School Age	(818) 845-8551	Room #202	x. 288
School Age	(818) 845-8551	Room #203	x. 298
Middle School	(818) 845-8551	Lifestyles Studio	x. 286

Registration and Fees

For your convenience, all payment transactions are done electronically by drafting a bank account or credit card. We accept Visa, MasterCard, or American Express.

Registration and payments can be made at the Child Development Center at 332 East San Jose Avenue. The office hours are Monday-Friday, 8:00am-5:00pm.

Payment Procedures

1. Camp registration, all fees and balances must be paid in FULL by 5:00pm on Friday, two weeks prior to the start of each camp week. This includes any late fees due. We do not accept out-of-state checks.
2. All late sign-ups after 5:00pm Fridays are on a space available basis only, with the approval of the Summer Camp Director.
3. Advance deposits ONLY guarantee your spot until Friday at 5:00pm two weeks prior to your session.
4. After 5:00pm on Fridays, we fill from the waitlist for the said week of camp.
5. If there is space and you sign-up or pay your balance after 5:00pm on Monday, 2 weeks prior to start of the given week, an additional fee of \$25.00 will be charged for late processing.
6. No fee adjustments can be made for children who enter camp late, leave early, or miss camp days due to illness, vacation, or unforeseen circumstances.
7. ALL DEPOSITS AND REGISTRATION FEES ARE NONREFUNDABLE.

Return Check Procedure

1. If the YMCA receives a check that is returned due to insufficient funds, a \$25.00 cash service charge is due in addition to the \$25.00 late processing fee if not paid by the Friday two weeks prior to your session.
2. The check must be replaced with a cash payment.
3. If a second check is returned, all future payments must be made in cash or credit card.

Cancellations

All cancellations must be made no later than the Friday two weeks prior to your session. Cancellations on or before this date will be refunded all balances minus the enrollment fee and deposits. Cancellations made after the Friday two weeks prior to a session will not be refunded any balances, enrollment fees, or deposits.

Financial Scholarship

Policy Statement

The YMCA provides membership services for any person or family who desires to participate regardless of the ability to pay the standard program fee. Those that may not be able to pay the full fee may be awarded assistance based on their demonstrated ability to pay and the YMCA's ability to provide funding. Due to the demand for financial assistance, the YMCA must follow the eligibility guidelines. The YMCA reserves the right to adjust assistances as needed during any given calendar year. Notice will be provided in writing to our members when adjustments will be made. All rules and policies including, but not limited to, the Code of Conduct must be adhered to at all times while in the YMCA facilities or at YMCA sponsored events. Any violations may result in disqualification of assistance. Approval of Financial Assistance will not extend to programs outside of the CDC.

Eligibility

Assistance will be granted on the basis of financial need. Applicants will be asked to pay a portion of the fees in addition to the assistance provided by the YMCA. Financial Assistance is awarded at the beginning of the school year (August) or prior to Summer Camp Registration Dates as stated in camp brochure. (If a child leaves the program, assistance will then be given to another qualifying applicant.) All past due balances must be paid to the satisfaction of the YMCA to be eligible for new or continuing Financial Assistance.

How to Apply

Applications are available through the CDC during normal business hours. All records will be kept confidential. Applicants must fill out the attached Financial Assistance Application completely to be considered for financial assistance. Applicants are required to provide verification of household income. (*The YMCA requires two current consecutive payroll stubs and the most current federal tax returns*). All records will be kept confidential and will be either returned or destroyed upon completion or termination of the program. If any member of the household is currently unemployed for any reason, including disability, documentation of unemployment is required. All sources of household income should be reported (this includes alimony, court ordered and non-court ordered child support, disability, worker's compensation, and any other government assistance). Documentation is also required. The applicants will not be registered for programs until they satisfy their portion of the specified program fees.

Selection Process

Assistance will be awarded on a first come, first serve basis, subject to available resources. Financial Assistance application will not be reviewed until all required documentation has been received by the YMCA. Applications will be returned to applicant if the documentation requirement is not met. Eligibility of financial assistance will be determined by the Financial Scholarship Committee, based on a thorough review of the application and all supporting documentation. Assistance will be granted to the extent that funds are available. The YMCA reserves the right to deny or end assistance to any applicant at any time.

Removal or Suspension of Participation

Abusing Financial Assistance will be grounds for disqualification of Assistance. If an account's status becomes past due, your child may be removed from the CDC program for non-payment and financial assistance terminated. Upon payment of your account in full, the YMCA will consider the reinstatement of financial assistance, although it is not guaranteed.

About Our Camps

Program Hours and Location

The Summer Day Camp Program is open Monday through Friday, 7:00am-6:30pm. Most of our field trips are scheduled between the hours of 9:00am and 4:00pm.

Our Preschool and Voyager Camp is located at our Child Development Center at 332 East San Jose Avenue. Our Discovery, Explorer, and Adventure Camps are located at Brace Canyon Park at 2901 Haven Way.

Camp Breakdown

Pre-K	Preschool Camp	Orange
Kindergarten	Voyager Camp	Green
1st and 2nd Grade	Discovery Camp	Yellow
3rd-5th Grade	Explorer Camp	Red
6th-8th Grade	Adventure Camp	Blue
High School	Counselor-In-Training	Purple

Who To See When

· Fee Questions	Child Development Office
· Daily camp activities	Individual Camp Leaders
· Have a concern about your child	Individual Camp Leaders
· Have a concern about a counselor	Bryan Snodgrass (Summer Camp Director)
· Have a concern about a Counselor-In-Training	Matt Martinez (Director of Youth Develop.)
· Have a question about policies and procedures	Bryan Snodgrass (Summer Camp Director)

What To Bring To Camp Each Day

- Lunch
- Snacks
- Water Bottle
- Sunscreen

All campers need to wear their YMCA camp shirt, sneakers or closed toe shoes EVERYDAY. Sandals and open toe shoes are prohibited for safety reasons. Campers may want to wear a hat. All items should be marked with the camper's name. Please write your child's name in permanent marker on the inside collar or tag of each camp shirt. Sunscreen should be labeled with your child's name and brought to camp every day.

What To Keep At Home

We encourage campers to learn to be responsible for their own belongings. We believe that certain items are best left at home to maximize your camper's experience. Campers may not bring cell phones, electronic devices, trading cards, personal sports equipment, or toys unless designated by the camp leader. All YMCA camp sites are drug, alcohol, tobacco, and weapons free facilities. The YMCA is not responsible for campers' lost, stolen, or broken items. Pets and/or animals may not visit without prior permission. Visiting animals must have proper immunizations and will be allowed only at the discretion of the Director.

Lunches and Snacks

Pack each camper's lunch separately. We prefer campers bring their lunches in a brown bag lunch sack with his/her name clearly marked on the side—(insulated) lunch boxes or mini coolers are also okay. Always pack a good, nutritious lunch for your child. Do not send food that needs to be heated. No glass bottles or containers, please. Remember to pack plastic utensils if needed for the camper. We recommend campers' lunches contain non-perishable food items. **Our YMCA is a nut-free facility, so please refrain from packing food items that contain nuts, especially peanut butter.** We recommend Sunflower Seed Butter from Trader Joe's as a wonderful replacement.

Medication at Camp

- Please fill out the Medication Release Form authorizing us to dispense medication. Medication Release Forms need to be completely filled out and on file with the camp before medication can be administered.
- Keep medicine in its original package prescription bottle. We will follow the dosage information listed on the bottle. This includes cough drops.
- All camp leaders are certified through McCormick Basic Life Support Training in Medicine Administration.

First Aid

All counselors are required to have current CPR and First Aid certifications before they may work with campers. This is to ensure that campers will be properly taken care of in an event of a health emergency until the emergency medical system (EMS) is able to arrive.

The counselors will care for minor injuries. Soap, water, bandages, ice and TLC are the usual treatments. Injuries are recorded on the Injury Report Form and a copy will be provided to the parent/guardian upon pick-up. In addition, the injury will be recorded in the camp's Health Care Log. When an injury affects the head or the face, the parent will be notified immediately. If the parent cannot be reached, campers will be cared for according to the signed Consent Form on file. First aid kits are available in Room 201, the Brace Park office, and with each counselor during a field trip.

Sunscreen

Sunscreen lotion is not provided by the YMCA. YMCA staff may only assist in the application of topical ointments if the parent supplies the lotion labeled with the child's name and accompanied by the sunscreen authorization section found on the registration forms.

Lost and Found

Lost and found items accumulate very quickly. Please make every effort to label your child's belongings. Should items be lost at camp, have your camper look for their items at our lost and found area.

Behavior Policy

At the YMCA, we believe that the best way to deal with behavior issues is to provide a quality camp program. By keeping activities moving and well organized, we believe that many potential problems can be avoided. Disrespect towards staff or property, injuring other campers or staff, disruptive behavior, bullying, stealing, leaving camp property, profanity, drug, alcohol, tobacco use, and other serious infractions will not be tolerated. If such a problem arises, the following steps will be taken:

- Verbal discussion with the camper
- If inappropriate behavior continues, the camper will be removed from the group for a specified time frame or privileges may be taken away
- When there is a serious concern about a behavior or discipline problem, the directors will share

their concerns with the parents and will make an effort to work with the parents to resolve the problem

Safety Hazards

Campers are not allowed to speak with or associate with children or adults that are not enrolled or work with the Burbank Community YMCA. Campers will try to convince counselors that they can play with or talk to strangers because they know them from school, church, etc. It is still not okay. This stranger policy is reviewed during assembly each week. Campers are required to stay within park boundaries at all times. Boundaries DO NOT include the parking lot, street, un-cleared trails, the hill, office, behind restrooms, ball field (without an adult), ice cream truck, etc. The boundaries are in place to ensure campers' safety. Each morning, the opening staff will scan the park for potential hazards such as matches, broken glass, scrap objects, cigarettes, snakes, etc. Campers need to have shoes on at all times.

Custodial Dispute Policy

The following policy will be strictly adhered to:

Only official court orders served to the Director or designee of the Burbank Community YMCA will be accepted. (Official court orders are clarified as originals with an original court seal and delivered by an officer of the court or a registered process server.) After receiving official court orders, all orders will be reviewed by the YMCA's attorney before adhering to such orders. The YMCA's attorney will advise staff as to what action the YMCA is willing to take as per court order. No internal YMCA documents will ever be released to anyone but the official court ordered custodial parent. The YMCA reserves the right to only release all documents by a subpoena. All subpoenas will be reviewed by the YMCA attorney prior to any actions taken by YMCA staff. The YMCA reserves the right to dismiss a child from the Child Development Center within 48 hours notice in the event any court orders cause an undue hardship on staff time.

ADOPTED ON MARCH 29, 1993.

Child Abuse Prevention and Reporting

The state requires that any suspected incidents of child abuse be immediately reported to the Department of Social Services for further investigation. All CDC employees are mandated child abuse reporters. Parents are invited to visit programs at any time. We have an open door policy. We offer positive assistance and resources regarding the prevention of child abuse through workshops, printed materials and referrals to local agencies offering assistance.

Youth Protection Statement

The Burbank Community YMCA is committed to the development, health and well-being of children and youth in our care. Physical, emotional, mental or sexual abuse will not be tolerated. We have instituted policies, procedures, training and supervision requirements to create an organizational culture focused on the protection of all children and youth involved in Y programs and activities. For more information about our Child Abuse Prevention Policy, please contact your Program Director.

Birthdays

Birthdays are a special time for campers and we are delighted to acknowledge their special day. We believe that birthday parties are best celebrated outside of the camp where parents can feel free to celebrate in any way that they choose. This allows you the freedom to enjoy your own birthday customs and allows us the freedom to focus on child-centered learning opportunities. Birthday parties may seem like a harmless distraction, but in the camp setting, they often create challenges and burdens for campers, counselors and parents alike.

For this reason, we **do not allow** birthday parties with traditional party foods like birthday cakes, cookies, candy, or other high sugar foods, the distribution of gifts, goody bags, decorations, or balloons. Please do not arrive at camp with any of the above listed items as our counselors are instructed not to allow them in the camp.

We would like to acknowledge and honor your camper's birthday in simple and meaningful ways. Any special arrangements should be discussed with your camper's leader **prior** to their birthday.

Bathroom Procedures

Overview

The Burbank Community YMCA Child Development Center follows policies and practices on bathroom supervision that are based on the age of the child, the location of facilities, and staffing ratios.

Staff supervise private activities in pairs whenever possible. These activities might include helping young children change into swimsuits or shower. When this is not possible, staff position themselves so that they are visible to others.

Staff members stand in the doorway of the bathroom in public buildings, holding the door at least partially open, when supervising bathroom usage for school age children. Staff may position themselves inside the facilities so they can be easily seen by the children and so they are able to control and prevent any inappropriate activity. Staff will enter the bathroom and keep stall doors open if it is necessary to assist preschool children when toileting.

CDC bathrooms located in the preschool classrooms and upstairs next to the pantry are for children's use only. Anyone over the age of 18 must use the bathrooms located in either the front office of the CDC or the kitchen. A designation sign to this effect will be posted on the exterior of the doors notifying all adults.

Kindergarten-5th Grade

CDC: Children will be sent one at a time to use the bathroom on an as needed basis. Staff are required to keep visual contact with the child standing in the door frame of their open classroom door. The time will be noted to make sure the child is not in the bathroom for an extended amount of time. If several children are requesting to go to the bathroom at the same time, a counselor will accompany a group of children and wait outside for children to enter and exit on their own. Children may go individually or in pairs. While playing outdoors, a counselor will accompany the child to the upstairs bathroom so the counselor is still able to observe the play yard as well as be in close proximity to the child in the bathroom. The counselor will be within audible distance in case of an emergency.

Offsite: Children will go to the bathroom in pairs and be accompanied by a staff person. The counselor will confirm that the bathroom is empty and then permit the children to enter in pairs. The counselor will be within audible distance in case of an emergency.

6th-8th Grade:

YMCA: Youth will be permitted to use the bathroom in pairs. Staff will note the time they leave the program and check on youth who are gone for an extended duration (5 minutes or longer). The children will only use the bathroom designated by staff.

Offsite: Children will go to the bathroom in pairs and be accompanied by a staff person. The counselor will confirm that the bathroom is empty and then permit the children to enter in pairs. The counselor will be within audible distance in case of an emergency. Adults may enter the bathroom in case of an emergency only.

Site and Food Service

Emergency Exits

The Child Development Center contains two main exits: one in the front of the building and one at the back of the building. These exits may be accessed from both stairwells on either side of the building.

Care of Hazardous Materials

All hazardous materials will be clearly marked and stored out of reach of campers in a labeled container. This includes, but is not limited to, bleach and soap solutions. Camp Leaders will be trained in the use of bleach and other cleaning materials prior to the start of summer camp. Camp Leaders will then train their counselors in the proper use of these materials.

Contact with Local Officials

Prior to a camp season, the Summer Camp Director will make arrangements with the community emergency service, the local law enforcement, the local fire station, and any other local officials deemed necessary to notify them of the camp dates, the size and scope of the camp operation, and the precise location of the camp. This is to assure that emergency transportation will be readily available at all times in case of an emergency.

Playgrounds

Counselors are to make sure the playground is clean and hazard free each day. This consists of, but is not limited to, verifying that all playground equipment is moving freely, the playground structure is sound, and that there are no sharp edges or points. A counselor will fill out a Daily Checklist for Safety form indicating they have inspected all playground equipment and grounds before camper-use.

In the event of a maintenance issue, the counselor will immediately inform their Camp Leader who will then notify the proper authority.

Clean Campsite

The staff and campers will, at all times, make sure camp is free of excessive litter. A counselor will fill out a Daily Checklist for Safety form indicating they have inspected the grounds for excessive litter. The staff, at their respective sites, will make sure the camp office at Brace Park is always tidy and clean, and the Voyager site is always clean and picked up as well. If a serious cleaning issue arises, counselors must log the issue in the cleaning log located in the CDC Main Office.

Transportation

Medical Emergency Transportation

Prior to a camp season, the Summer Camp Director will make arrangements with the community emergency service notifying them of the camp dates and the precise location of the camp. This is to assure that emergency transportation will be readily available at all times in case of an emergency.

Late Pick-Up

Camp closes at 6:30pm. Parents and guardians are allowed one free pick late pickup. Upon the second late pick up, a late fee of \$25 will be charged starting at 6:31pm. A \$50 fee will be charged upon the third late pick up, and a \$100 fee will be charged for every late pick up thereafter. This policy will be strictly enforced. There is no "grace period" after 6:30pm. At 6:45pm, parents or guardians will be contacted if no one has come for the camper. If a parent cannot be reached, persons on the emergency list will be contacted to come for the camper. If for any reason the YMCA is not able to reach someone on the emergency list, and every effort has been made by the YMCA to contact them, then the Burbank Police Department will be notified.

Personal Vehicles at Brace Canyon Park:

Camp opens at 7:00am. Personal vehicles must park in designated parking spots at Brace Canyon Park. Under no circumstance may a parent or guardian park in an undesignated parking spot or just drop off their camper. After parking, parents or guardians must walk their camper to the Parent Table located near the Brace Canyon Park office. All campers must be signed in by their parent or guardian before they may attend camp for the day. A full legal signature and the arrival time are mandatory. Campers may not be signed in earlier than our scheduled opening time. A Camp Leader will be located at the Parent Table to talk with parents and guardians and to assure the proper sign in procedure for each camper. Upon signing in, parents or guardians are able to leave and the camper will be guided toward the current activity.

The above procedure must be followed when picking up campers at the end of the day. Personal vehicles must be parked in a designated spot and campers must be signed out at the Parent Table prior to departure. Persons picking up a camper must be at least 18 years of age or older. Parents must notify the YMCA in writing or by telephone if someone other than those listed on the authorization form will be picking up their camper. No camper will ever be released to an unauthorized person for any reason without written (or in an emergency, verbal) consent from the parent or legal guardian. For safety reasons, anyone unfamiliar to camp staff will be asked to show photo ID when picking up a child.

Personal Vehicles at the Child Development Center:

Camp opens at 7:00am. Personal vehicles must park in designated parking spots near the Child Development Center in either one of the YMCA's parking lots or on San Jose Avenue. Under no circumstance may a parent or guardian park in an undesignated parking spot or just drop off their camper. After parking, parents or guardians must walk their camper into the CDC and up the stairs to room 201. All campers must be signed in by their parent or guardian before they may attend camp for the day. A full legal signature and the arrival time are mandatory. Campers may not be signed in earlier than our scheduled opening time. Counselors will be in room 201 to assist parents and guardians and to assure the proper sign in procedure for each camper. Upon signing in, parents or guardians are able to leave and the camper will be guided toward the current activity.

The above procedure must be followed when picking up campers at the end of the day. Personal vehicles must be parked in a designated spot and campers must be signed out in room 201 prior to departure. Persons picking up a camper must be at least 18 years of age or older. Parents must notify the YMCA in writing or by telephone if someone other than those listed on the authorization form will be picking up their camper. No camper will ever be released to an unauthorized person for any reason without written (or in an emergency, verbal) consent from the parent or legal guardian. For safety reasons, anyone unfamiliar to camp staff will be asked to show photo ID when picking up a child.

Nonpassenger Vehicles

Counselors and campers are prohibited to ride in the back of pickup trucks or wagons where seats are not attached to the vehicles. This is to ensure the safety of all parties involved.

Transportation Information for Parents

Departure and arrival times will be posted on both the camp calendars and the camp's parent board. The Burbank Community YMCA Summer Camp is not responsible for contacting parents prior to departing on a field trip. We encourage parents to notify the Child Development Center office if their camper will be absent on any given day.

In the event that a field trip is cancelled or there is a change in the schedule for any reason, Camp Leaders will make every effort to contact parents via phone. Camp Leaders will also notify the Child Development Center's main office as well as post a sign at either Brace Canyon Park or the CDC to notify parents of any changes. The same procedures will be followed in the event of a transportation delay of more than 30 minutes.

In the event of an emergency medical situation, the camper's parent or guardian will be notified immediately. If the parent or guardian cannot be reached, Camp Leaders will call persons on the camper's emergency contact list.

Safety Procedures

Busses are to be loaded within the passenger seating limits established by the manufacturer. All passengers will remain seated while the vehicle is moving. If the bus provides seat belts, passengers must wear seat belts while the vehicle is moving.

Transportation Orientation

All passengers shall be provided with an orientation to safety regulations and procedures concerning vehicles in use every day prior to being transported. This is to ensure that adequate transportation safety is followed for all field trips.

Emergency Equipment

All busses will be required to carry the following supplies in the event of an emergency:

- Reflectors
- Fire extinguisher
- First Aid kits
- Emergency water
- Emergency food

Private Vehicle Use

Privately owned vehicles are not to be used for passenger transportation at camp except in the case of medical or personal emergency in which case the permission of the Summer Camp Director or appropriate management staff must be obtained in advance.

Health and Wellness

First Aid and Emergency Care Personnel

All counselors are required to have current CPR and First Aid certifications before they may work with campers. This is to ensure that campers will be properly taken care of in an event of a health emergency until the emergency medical system (EMS) is able to arrive. Counselors are required to carry their CPR and First Aid certifications with them at all times. Copies of all current CPR and First Aid certifications will be copied and placed in the counselor's file at the Child Development Center.

Health Information Review for Day Camps

The Department of Social Services does not allow the CDC to provide care for campers who are sick or show symptoms of illness. Parents are required to make arrangements for when their campers are sick. The American Public Health Association and American Academy of Pediatrics have published *Guidelines for Out of Home Child Care Management and Prevention of Illness*. The center complies with these guidelines for inclusion, exclusions, and dismissal relating to the ill camper.

A brief health inspection of each camper will be made daily by a Camp Leader as each camper enters the school. This includes a visual inspection of the camper to see if the camper shows any signs of illness or fatigue. If a camper develops signs of illness or symptoms that prevent them from actively participating in the camp program, parents or guardians will be notified by phone to come and pick them up. An authorized adult must arrive within 30 minutes of notification. Parents that have not picked up their child within one hour will be charged a late pick up fee of \$100. A Camp Leader will record health screening findings in the Camp Health Log and Injury Report.

When a camper becomes sick at camp, he/she will be isolated from the other campers to prevent any illness from spreading. Voyager campers will be isolated in the CDC office with adequate counselor supervision. Discovery, Explorer, and Adventure campers will be isolated in the Brace Canyon Park office with adequate counselor supervision. All parent contact phone numbers must be kept current. If a parent is unavailable or unable to pick up their child, the Camp Leader will begin to call the people listed as the child's emergency contacts. In the event of a severe or sudden illness, the Camp Leader will call 911.

The following is a list of common symptoms that would require a child to stay home or need to be picked up from the program:

- 100 degree fever
- Nausea and/or vomiting
- Congestion
- Cough
- Sore throat or enlarged glands
- 2 or more diarrheas
- Acute skin rash
- Earache
- Fever or chills
- Watery or inflamed eyes
- Discharge from eyes
- Lethargic
- Communicable diseases

All employees are required to use universal precautions to avoid illness and the spread of infection. The following is our requirements for washing hands:

Campers:

- immediately before and after eating
- after using the toilet
- before and after using individual water play items, water tables or moist items (such as clay)
- after playing on the playground
- after handling pets, pet cages or other pet objects
- after sneezing or coughing

Inform Staff of Special Needs

Within the first 24 hours of a camper's arrival at camp, Camp Leaders will review the medical information and advise appropriate counselors of any special medical needs. Any camper with an allergy will be added to the allergy list for all camps and special conditions will also be noted on this form. Any updates to the allergy list form will be immediately distributed to all counselors at the Burbank Community YMCA. If additional specialized attention is needed, Camp Leaders will refer to the review conducted by a licensed medical provider and advise appropriate counselors as needed.

Health-Care Center

Medication at Brace Canyon Park shall be locked in the designated locked box. The medication box will be stored in the Brace Canyon Park office out of the reach of campers and properly labeled. In the event of an illness or injury, the Brace Canyon Park office will be used as an "infirmary" until the camper is properly treated. The Brace Canyon Park office allows for the camper to be protected from the elements with enough space for treatment. Water and cleaning supplies will be readily available in the office in case of emergency. If a camper needs to use the toilet, a counselor will escort the camper to the restroom adjacent to the office.

Medication at the Child Development Center shall be locked in the designated locked box. The medication box will be stored in the main office of the CDC out of the reach of campers and properly labeled. In the event of an illness or injury, the CDC main office will be used as an "infirmary" until the camper is properly treated. The CDC main office allows for the camper to be protected from the elements with enough space for treatment. Water and cleaning supplies will be readily available in the office in case of emergency. If a camper needs to use the toilet, the camper will be allowed to use the restroom located in the CDC main office. Any medication that needs to be transported on a field trip will be under the direct supervision of the Camp Leader.

Supervision in the Health-Care Center

At least one counselor will be present in the health-care center as long as an injured or ill child is present. At no time shall an injured or ill child be without supervision of a counselor.

Parent Notification

In the event of an illness or injury, counselors will fill out an Injury Report and give it to their Camp Leader. The Camp Leader will then decide if the parent/guardian should be informed immediately or at time of pickup. If a camper is ill with a temperature above 100 degrees or has any type of injury to the head, the camper's parent/guardian will be notified immediately. Copies of the completed report will then be given to the Summer Camp Director and the Safety and Risk Management Director, and a copy will be placed in the camper's file.

Recordkeeping

In the event of an injury or illness, a counselor must fill out an Injury Report that contains the following information:

- Date, time, and name of person injured or ill
- General description of injury or illness
- Description of treatment (if administered), including any treatment administered away from the health-care facility
- Administration of all medications
- Signature of counselor evaluating and treating

In the event of an injury or illness that required professional medical treatment, the Camp Leader will be required to fill out all Safety and Risk Management forms regarding the incident.

Operational Management

Insurance Coverage

The Burbank Community YMCA Summer Camp has general liability insurance to cover the camp. The Y is additionally insured for transportation, beach usage, and certain field trips like the San Diego overnight trip. Parents and guardians are asked to write their health care provider and policy number on the Summer Camp Registration Packet when they enroll.

Personal Property Regulations

Personal property and possessions brought into camp are the responsibility of the owner. If the owner decides to use their property for camp use, he or she does so at his or her own risk. Camp and/or the YMCA is not responsible for damage or replacement of said equipment.

Alcohol, drugs, or weapons are never allowed at camp. Smoking at camp is also strictly prohibited. Evidence of these on the camp site may lead to immediate termination of employment.

Vehicles are brought into camp at the responsibility of the owner. If the owner decides to use the vehicle for camp use, he or she does so at his or her own risk. Camp and/or the YMCA is not responsible for damage or replacement of equipment. In case of an emergency, the vehicle may be needed to help evacuate camp.

Animals are not allowed in camp without the consent of the Summer Camp Director. The care, feeding, and insurance is the sole responsibility of the owner. Camp and/or the YMCA are not responsible for any damage to or caused by the animal.

Missing-Person Procedure

Should it be determined at any time that a child is missing from the park, the Child Development Center, or a field trip, the following procedures are to be implemented:

1. Search for the child:
 - A. It should be established as to where the child was last seen.
 - B. The site is to be thoroughly searched as well as the roads and areas surrounding the site.
2. If the child is not located within 10 minutes, the following people should be notified in the following order:
 - A. Summer Camp Director
 - B. Police
 - C. Parents (contact someone on the emergency list if parents are unavailable)
3. Parents must be informed upon arrival if you found the child before the 10 minutes.

If the child is missing during a field trip:

1. Contact security
2. Same steps as above are followed after 30 minutes

Emergency Communications

In the event of an emergency, a Camp Leader will call 911 or an appropriate agency such as poison control or the police. Immediately following this, the Camp Leader will get in contact with the Summer Camp Director via personal cell phone, Brace Canyon Park phone, or Nextel. The Summer Camp Director will then notify the Child Development Center Director.

Should it be necessary for a parent to be contacted, a Camp Leader is to contact the parent or guardian or give permission for the staff person handling the incident to notify the parent or guardian. Anytime a parent is contacted, the Summer Camp Director must be notified as well.

Campers in Public Areas

The ratios set forth by the Burbank Community YMCA Summer Camp Program shall be adhered to at all times. Staff will be trained prior to the camp season the responsibilities that are expected of them during field trips, onsite activities, swimming, etc.

Campers are to be supervised by counselors at all times. There are specific bathroom supervision procedures set forth (see the Bathroom Procedures section for additional information). A counselor will have no more than 8 campers assigned to his/her supervision on a field trip. Head counts must be taken regularly—at least every hour. All rules and procedures for a field trip will be explained to the campers prior to departure. This includes where a camper should go in case they are separated from the group, what information should be shared about the camp, and who they may approach in case of emergency assistance.

Human Resources

Staff Screening

All counselors will be screened on an annual basis before the start of Summer Camp. This includes the following:

- A panel interview with select representatives of the Summer Camp program including the Summer Camp Director (for new counselors)
- A signed Statement Acknowledgement Requirement to Report Child Abuse
- A check of the National Sex Offender Public Registry
- A criminal background check (for new counselors)
- Three reference checks (for new counselors)

Job Training

Prior to the start of Summer Camp, each counselor will receive three days of training as part of the Pre-Summer Camp training set forth by the Burbank Community YMCA. This training will include, but is not limited to, the following topics: Day-to-day operations, Camper Safety Standards, Transportation Safety, Aquatic Safety, Abuse Prevention, and Workplace Safety.

Camper Supervision Ratios

Below are the camper supervision ratios required by the Burbank Community YMCA:

Camp	# of Staff	Campers: Onsite	Campers: Field Trip	Campers: Pool or Water Trips
Pre-K	1	6	5	4
Voyager	1	8	7	6
Discovery	1	8	7	6
Explorer	1	10	8	6
Adventure	1	10	8	6
CIT	1	12	12	12

Counselors are to adhere to these ratios at all times. In addition, a minimum of two counselors should be present at all times throughout the day if possible. Counselors are never to be one-on-one with a camper—another counselor or camper must be present at all times. Extra precaution should be used in private areas such as showers and overnights.

Staff Age Requirements

All counselors and Assistant Leaders must be at least 18 years of age to work for the Burbank Community YMCA Summer Camp program. All Camp Leaders must be at least 21 years of age.

Staff/Camper Interactions

The following statement regards the hiring of staff by parents who have campers enrolled at the Burbank Community YMCA Child Development Center. It is understood by all YMCA employees. "Parents or staff may not solicit for private sitting and arrangements anywhere on the YMCA Campus and may not make arrangements for babysitting while at work." The Burbank Community YMCA Summer Camp Program prohibits parents with campers enrolled in the Burbank Community YMCA from hiring Summer Camp staff as personal babysitters. Counselors are not allowed to transport campers or Counselors-in-Training to and from the camp. In addition, counselors are not allowed to interact with Counselors-in-Training when they are off the clock.

Program Design and Activities

Program Equipment

Program equipment shall be checked before each usage by the counselors leading the activity. Safety and maintenance issues should be checked prior to use. If a piece of equipment is deemed to be unsafe or in poor repair, the counselor will inform their Camp Leader immediately and the equipment shall be repaired before the equipment can be used again.

Counselors will make sure that all equipment is appropriate to the size and ability of the user before a camper may use any equipment. Equipment provided by a field trip (i.e. harnesses at Hollywood Sports Park) will be verified for proper size by both the field trip staff and the camp counselors.

Camp Experience Evaluation

Campers, their parents or guardians, and counselors are all encouraged to participate in our annual Summer Camp Satisfaction Surveys. The information gathered from these surveys are helpful in planning and implementing new ideas for upcoming camp sessions as well as improving problem areas.

Environmental Activities

Counselors are encouraged to do their part for the environment and work towards educating campers on the importance of reducing waste, reusing when possible, and recycling materials. A designated area for recycling is set up at Brace Park and a Recycle Wall is located in the kitchen of the Child Development Center. Items such as toys, clothing, and art supplies should not be placed on the Recycle Wall and should be stored in their correct places. Additionally, the beige bin in the breezeway of the CDC and the designated buckets at Brace Park shall house lost clothing items. Clothing items left in the bin or buckets at the end of each month will be donated to the Family Promise organization.

The following items may be placed at our Recycle Wall location:

- Shoes
- Batteries
- Ink Cartridges
- Cardboard Tubes, Cereal Boxes, Cardboard
- Office Paper, Construction Paper, Paper Bags
- Electronic Waste (Cell Phones, Calculators, Etc.)
- Newspapers, Magazines, Catalogs, Phone Books
- Plastic Grocery Bags (with no food residuals)

Emergency Information

Camp Leaders must carry the following items at all times with their camp:

- Emergency Information sheets
- Camper Health History information
- Signed permission-to-treat forms or signed religious waivers exempting the camper from medical treatment
- First Aid kits

Safety Orientation

Camp Leaders will provide a safety orientation before each field trip and camp activity. This orientation will cover the following topics: eligibility requirements for participation,

camper/counselor ratios, identification of appropriate protective equipment, safety regulations, and emergency procedures.

Competency Demonstration

All campers shall be monitored until competency is demonstrated for any camp activity. This includes activities at field trips. Activities such as swimming, riding on specialized vehicles at field trips, or any activity that requires special equipment shall be monitored by the counselors until they feel it is safe for the camper to perform the activity on his/her own. Campers who are unable to perform an activity without the aid of a counselor will not be allowed to participate in the activity unless a counselor is able to monitor the camper.

Public Provider of Specialized Activities

Camp Leaders and the Summer Camp Director will verify that all leaders of specialized activities at public field trips are properly qualified. Proper equipment and operating procedures will also be verified before campers are allowed to participate. Staff members at public field trips are never to be counted in the camp ratio and counselors are to monitor campers during each and every activity.

Camper Supervision Off-Site or with Public Providers

Counselors are always in charge of monitoring their campers for any activity. Counselors are to participate in any activity that campers are participating in. Counselors are also required to monitor proper behavior from campers, handle all health-related issues that may arise, and communicate with the field trip staff at off-site activities.

Aquatics

Campers swim will swim at one of three pools: the Burbank Community YMCA pool, the McCambridge pool in Burbank, and the Hubert Humphrey pool in Pacoima. Campers need to wear appropriate swimwear when swimming with the YMCA. Cut-off shorts or basketball shorts are not allowed at the park pools. Campers need to bring their own swimsuit and towel; there are none available to loan. While swimming, long hair must be tied back. Children may use coast guard approved life vests in the Burbank Community YMCA pool if they wish. There will be an alternative activity for children who choose not to swim or who cannot participate in swimming activities for one reason or another.

Keypad Entry for Voyager Camp

Each parent or care giver will be issued a keypad code # which will allow you to enter and exit the facility. For security purposes, we ask that you do not give your code to anyone. Our surveillance cameras provide additional security, but it is critical that you do not allow anyone else to enter using your code. The systems allow us to record code access and time of day and are monitored by a computer. If you arrive at school before or after program hours the system will deny you entry. If you forget your code, simply press the buzzer and wait for a staff person to arrive. You are always welcome to come through the main office during our regular office hours.

Parent Involvement

We encourage parents and counselors to work together in a partnership. This is accomplished through parent participation days, individual parent conferences, camp visits, parent education opportunities and special events. Parents are welcome visitors in our camps at all times. All guests to the CDC and Brace Canyon Park must first check in with the front office or camp leaders. We make every effort to inform you of your camper's daily experiences as well as their developmental progress over time.

Emergency Procedures

Fire at Child Development Center

1. Fire alarm will sound.
2. Counselors will quickly and calmly gather their campers, do a quick head count, and walk to the meeting area located in the parking lot across the street from the Child Development Center. If the fire is there, the Leaders will decide on an alternate location.
3. Leaders will grab the emergency bins.
4. Leaders will take sign in sheets and emergency book. Roll is taken immediately.

Fire at Brace Park

1. Leaders will blow whistle or use megaphone.
2. Counselors will quickly and calmly gather their campers, do a quick head count, and walk to the meeting area on the corner of Haven Way and Scott Road. If the fire is there, the Leaders will decide on an alternate location.
3. Leaders will grab the emergency supplies.
4. Leaders will take sign in sheets and emergency book. Role is taken immediately.

Earthquake at Brace Park or Voyager Site

First...

Have all children take cover in designated safety zones; crouched, with knees to chest, head tucked down with hands covering the back of their necks.

When the shaking stops...

Staff will assess the park, field trip location, or Center. If there is no visible damage, we will call the city building inspector just to verify if there is any damage. If there is damage at Brace Park, we will evacuate children to Horace Mann School field. If we are on a field trip and freeways are down, staff will call the CHP to find an alternate route home. If there is damage at the Voyager site, we will walk the children to the evacuation site located at the parking lot across from the Child Development Center or the First United Methodist Church if necessary.

When we are at Horace Mann School or First United Methodist Church...

Children will be entertained, calmed, and kept busy by YMCA staff until parents arrive.

About pick-up...

We will have a staff member in a safe zone at Brace Park or the Voyager Site to let parents know where we are at that time. If there is no safe zone, we will have signs posted for parents letting them know our whereabouts.

Emergency Preparedness

The CDC is prepared to respond in the event of an emergency or major disaster while campers are in attendance at camp. Counselors have been trained to respond to fire, lock-down, and earthquake and have specific assignments in the event of an emergency.

We hold fire and earthquake drills with the campers every month and conduct disaster drills twice a year. We have purchased provisions to supervise and care for campers for up to 72 hours after a major disaster. Provisions include water, food, first aid, blankets, toileting needs, search and rescue equipment, temporary shelter and individualized student kits with food, medication and items for reassurance. Our evacuation route is posted in every classroom. Should the CDC become unsafe we have 2 alternate evacuation sites:

Burbank First United Methodist Church
700 N. Glenoaks Boulevard, Burbank, CA 91502
Pastor: Dr. Wayne Walters

Burbank High School
902 N. 3rd St.
Burbank, CA 91502
Principal: Dr. Bruce Osgood

Both sites have been selected based on their close proximity to our center, in addition to their facility's capacity to keep children safe and secure. Parents must plan to pick up their children from camp following a major emergency. We are required to maintain the exact same policy for releasing children and so it is imperative that your LIC 700 Identification and Emergency Information Form be current and that parents promptly notify the school of any changes.

Parents should monitor the emergency broadcast system for information relating to schools during and after any major disaster. For Burbank news and information please tune to 1620 AM.

The YMCA Out of State Contact Phone Number is (800) 872-9622.

The CDC staff knows that our primary responsibility is to care for the safety and welfare of children. We will make every effort to provide students with directions and guidance which emphasize their psychological as well as their physical well-being.