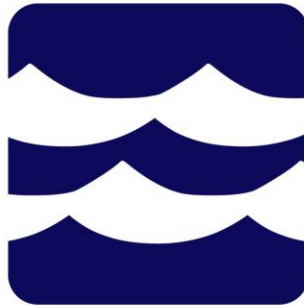


2020

DAY CAMP

YARMOUTH



COMMUNITY
S E R V I C E S

*Creating community through
people, parks and programs.*

PARENT HANDBOOK

Dear Parents and Guardians,

Welcome

Welcome to the Summer 2020 session of Clipper Recreation Day Camp! I am looking forward to my third summer as the Clipper Day Camp Director and my eighth summer overall. I hope you and your child(ren) are excited about warm weather, fun adventures, and new memories just waiting to be made. I, along with YCS' Summer Staff, cannot wait to see our new and returning campers.

Camp Schedule

Summer camp is a fantastic opportunity for children to meet new friends, explore new activities and learn a little about themselves and others around them. **The camp will be based out of Harrison Middle School on McCartney Street.** All of our on-site activities such as games, arts & crafts, sports and guest speakers will be held at this location.

Please be sure to review the entire Parent Packet and YCS Behavior Policy with your child(ren) so we may assure your children and our campers to have a safe, healthy and fun summer. I always want to maintain open lines of communication with parents, campers and staff. If you have any questions or concerns you want to share, my door is always open. I look forward to meeting all of you this summer and can't wait for the fun to begin! Don't we ALL need it!?

Sincerely,

Julia

Julia Thompson
Yarmouth Community Services
Clipper Day Camp Director
(207) 846-2406

Our Purpose

To provide a quality experience that is safe, convenient and creative while creating community through people, parks and programs.

Camp Staff

Camp staff is carefully selected through an application, interview and background check (including criminal check) process and are required to attend staff training sessions before the camp season begins. We have many amazing returning staff for this summer and a few new faces our campers will meet.

General Information

Regular camp session is Monday – Friday from 8:00am-5:00pm. **It is very important that your child be picked up on time.** A late fee will be assessed at a rate of \$5.00 for the first 15 minutes and \$1.00 per minute after the initial 15 minutes if late pick up becomes a consistent problem.

Camp Staff Assignments

Camp staff assignments are made on a weekly basis based on the chronological ages of the campers. Because the make up of the camp is different each week the camp staff assignments may change from week to week. Based on the assignment process, campers close in age may be grouped together, but special requests cannot be guaranteed.

Designation of Individuals Authorized to Pick Up Campers

Only those individuals listed on the **Pick-Up Authorization Form (FORM A)** will be allowed to pick up your child. If you need to add or delete a name from this list, please send authorization in writing. Authorized individuals could be asked to provide a picture ID.

Custody Issues

In cases of separated/divorced parents or other special circumstances where visitation rights are denied to one parent/guardian, **we must have court or official documents on file** forbidding that person from picking up the child from our program. Please bring any special circumstances to our attention as soon as possible.

Late Arrivals - Early Departures

If your child arrives late to camp or you need to pick them up early please call to alert our office of the change in schedule and we will get notice to the camp to be looking for an earlier than normal camper pick up.

What to Bring to Camp

- Appropriately fitted MASK for your camper. More than 1 may be needed for your child's preference or comfort. Please make sure your child knows how to use their mask before camp begins.
- Lunch
 - Families must provide all snacks and drinks for the day.
 - Option: Lunch is available to purchase. Please call YCS at 846-2406 prior to the first week your child is attending camp to purchase a lunch plan.
 - For more information on the Lunch Crunch Program, please refer to the Lunch Crunch link and informational flyer.
- Drinks (including refillable water bottle)
- Two snacks
- **Swimsuit Everyday**
- **Towel Everyday**
- **Sunscreen**

- Backpack (to store your child's belongings)
- Change of Clothes
- Medications

Camp Snacks and Lunch

We cannot provide refrigeration for lunches. If your child will be bringing their own lunch to camp a lunch box size cooler with a small ice pack may be used to keep food cold. Please send juice, water or other nutritional beverages for lunch while limiting candy and sweets. Please do not send drinks in glass containers.

What Not to Bring

- Any Valuables
- Snack money in excess of **\$10**
- Skateboards
- Electronic games
- Toys
- Stuffed Animals, dolls, etc.
- Cell Phones

YCS is not responsible if such items are lost, stolen or broken.

What to Wear to Camp

- Comfortable, Active, Old Clothes (DRESS FOR A MESS)!
- Shorts / Pants as an alternative when cool
- T-shirt / Sweatshirt when cool
- Socks
- Sneakers
- Hat
- Mask

What Not to Wear

- Sandals
- Items that promote tobacco, alcohol, drugs, vulgar slogans or innuendoes

Lost Articles

The loss of clothing is a common problem at camp. It is even more important to have items labeled to ensure safety and cleanliness at camp. Please help us by:

- **Labeling Everything!**
- **Reminding your child to check his/her belongings at the end of each camp day**
- **A Lost and Found bin will be provided at camp.**

Medication Policy

To administer any type of medication (prescription and over the counter medications), we must have a signed **Permission to Administer Medication Form (FORM B)** on file. Prescription medications must be in their original bottle with the current pharmacist label on it. We must also have written permission from the parent telling us what time and what amount to be administered to the child. **Medicine will be self-administered with the supervision of the Camp Director.**

Sunscreen

We ***strongly*** encourage you to provide daily sunscreen for your camper. Please label the sunscreen for your child. Our staff will remind campers to use it and assist them if necessary. Because of possible allergic reactions we cannot provide sunscreen or allow children to share sunscreen.

Camper Illness, injuries and other related items

We are equipped with first aid kits to handle minor emergencies. If there is any question that the injury is more serious, then we will contact you to seek advice on how you would like us to proceed.

Camp is not a place for sick children, if your child is sick with a fever (above 100.0 degrees), diarrhea or vomiting please keep him/her at home. With the concerns of COVID-19, your camper may not attend camp if they experience the following symptoms: (fever of 100.0 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, skin rashes or abnormalities, etc.) within the past two week, or a child displaying purple fingers or toes even as the only symptom

If a camper becomes ill while at camp, we will call you to come pick your camper up early. This year, campers are expected to be picked up with 30 minutes of our phone call.

Throughout camp, children may be checked for head lice. Lice are highly contagious but easily treated. Please remember that head lice can be a common occurrence in school-aged children and is not a reflection of the child or the parents. If a child does have lice, the child will not be allowed to attend camp until he or she has been treated and the live nits removed.

We want every child to be able to fully attend camp and appreciate your help and understanding.

Emergency Procedures

If a camper is injured or becomes severely ill, any counselor certified to administer CPR or First Aid will administer first aid while a counselor notifies the Camp Director or next in command and requests EMS when necessary. If medical treatment is needed, the camper's signed **Emergency Medical Form (FORM C)** will be pulled to show that treatment is authorized. If your child is in need to be transferred to the hospital before a parent or guardian arrives, a camp staff member will go with the camper and stay until a parent or guardian arrives at the hospital.

Yarmouth Fire-Rescue will be notified of our guidelines and respond to our locations, as needed.

Camper Arrival and Departure Procedures (Sign In / Sign Out)

By vehicle:

- **Parents/guardians must remain in the vehicle at all times.**
- Sign-In / Sign-Out will be conducted at an outdoor location.
- Staff will conduct a check-in procedure that includes questions about the camper's health, temperatures will be taken, and directions to place personal items in an, individualized, labeled location.
- Upon the child's departure **camp staff will confirm the identity of the adult and that they are approved to pick up the camper.**
- Authorization is required in writing when anyone other than the designated adult arrives to pick up the child.

By bicycle/foot:

- Campers must arrive to the check-in location and remain spaced appropriately until they are confirmed by camp staff.
- If a camper arrives on their own and is showing signs of illness, a parent/guardian will be called and our **Camper Illness** or **Emergency Procedures** sections will immediately be followed.

Staff Relationships with Children

1. The relationship between counselors and children in all recreation programs shall remain professional at all times.
2. Staff members will not be alone with a child in an area or location where they cannot be observed by other people.
3. Staff behavior or disciplinary actions with children must avoid all abusive actions. Constructive methods must be used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited.
4. Camp staff will not disrobe a child other than outdoor garments without the presence of another staff member or volunteer.
5. Camp staff should be alert to the physical and emotional state of all children each time they report to an activity and indicate, in writing, any signs of injury or (alleged) child abuse to the Camp Director and/or YCS Assistant Director.
6. A sign in and out procedure will be developed and implemented to ensure that only authorized persons pick up each child.

COVID-19 Guidelines – Brief

Please note that all camps will have a significantly different look for 2020. In the big picture, we are going “back to the basics.” Each group will rotate through multiple activity sessions including games, crafts, nature, STEM projects and non-contact sports/field games and much more. Here are some of the precautions we will be putting in place for our Clipper Day Camp:

- Limiting the number of campers in order to reduce the number of people in one area.
- Campers will be placed in small groups of 14 or less with restrictions to eliminate mixing with other camp groups. Groups will be led by the same staff as consistently as possible.
- Increased outside play during appropriate weather conditions.
- Games and activities will be structured with little to no contact with other campers. All campers will be encouraged to maintain 6 feet of physical distancing.
- Cleaning protocols will be intensified. We will designate staff with the primary duty to clean, sanitize and disinfect frequently touched surfaces and supplies in addition to our regular cleaning schedule.
- Use of shared equipment will be minimized to the best extent possible. Each group of campers will be assigned their own supplies when possible. We will be limiting use of supplies and equipment to one group of campers at a time and will clean and disinfect any shared items between uses.
- We will be doing temperature and health checks daily before campers or staff can enter camp.
- We will have increased handwashing/hand sanitizer stations and designated hand washing times when campers arrive, between each rotation of activities and during snacks and lunch. All campers and staff will be expected to practice proper hand washing techniques.
- Drop-off and pick-up will be done with families remaining in their vehicles. Staff will walk campers to and from their vehicles.
- If a camper develops COVID-like symptoms, they will be isolated and monitored. Families will be required to pick them up within 30 minutes of being notified. There will be a strict 72 hour sick policy. If a staff member or camper has a fever, they cannot return to camp until they have been fever free for 72 hours without the use of fever reducing medication.
- Field trips have been cancelled. If restrictions ease as the summer progresses, we will look at the possibility of adding some local field trips while following CDC guidelines.

For more information please visit our website's [YCS COVID-19 Guidelines](#).

For more information please visit our website's [YCS COVID-19 Exposure Plan](#).

Yarmouth Community Services

COVID-19 Guidelines Waiver

By signing below, I acknowledge and agree to follow the YCS COVID-19 Guidelines for summer camps including but not limited to:

- Staff will administer temperature screenings of each camper at drop-off each day. To ensure that no campers are showing signs or symptoms of COVID-19, questions will be asked for additional screening.
- If a camper exhibits any COVID-19 signs or symptoms at any point in the day, the child must be picked up from camp within 30 minutes of when the parents were notified.
- Camp staff will do their best to schedule activities to accommodate social distancing. During times when social distancing is not possible, campers will be required to wear a mask until maintaining a social distance of 6 feet is possible.
- Children will come to camp with a mask and should be familiar with how to wear it.
- Campers will not bring toys, stuffed animals, electronic games, cell phones or additional personal items to camp.

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____

Child's Age: _____

Yarmouth Community Services

Pick-Up / Release Authorization Form

Child Name(s): _____

Parents/Guardians Names: _____

Authorized To Pick-Up Child(ren)

If there are people besides the parents/guardians listed above who have permission to pick up your child(ren), please list them here. **NOTE: We will only release your child to persons whose names appear below unless we have written permission to do otherwise. Please advise all authorized pick-up persons that camp staff may ask for photo identification.**

Please Print Names

Address

Not Authorized To Pick-Up Child(ren) At Recreation Program

Full Name	Do they know they cannot pick up the child?	Location of Legal Documentation on File

If someone is listed above, YCS staff will contact you for details and any special instructions should the person try to pick up your child(ren). All details and discussions will remain confidential.

Permission To Walk / Bike Home

I give the child(ren) listed above permission to walk or bike home at the end of the program.

Initial Here _____

Parent / Guardian Signature

Signature of Parent/Guardian

Today's Date

Yarmouth Community Services

Permission to Administer Medication Form

While medication should ideally be administered at home, we recognize that it is sometimes necessary for a participant to receive medication during the program. In this event, the following procedures will be followed:

1. **All medications** (prescribed and over-the-counter) and a signed copy of this authorization form must be deposited with Program Staff.
2. The participant must be instructed at home or by the family physician to self-administer the medication in the presence of the program staff.
3. Medication must be in an unbreakable container labeled with the participant's name, content, dosage, and time to be administered. Medication sent to the program should not exceed the dosage for one program day.
4. Medication will be kept in a secure location and provided to your child at the appropriate time. If necessary, a program staff member will assist your child with removal of a childproof cap, but will not administer the medication. All medication brought on field trips will be kept in the possession of the Program Instructor.

CHILD'S NAME: _____

PARENT/GUARDIAN'S NAME: _____

NAME OF MEDICATION: _____

PHYSICIAN'S NAME AND PHONE NO.: _____

REASON FOR MEDICATION: _____

Are there any side effects that staff should be aware of? _____

Dosage and time(s) to be given: _____

I hereby request the Yarmouth Community Services' staff to provide the above medication at the time(s) indicated for my child to self-administer. I am aware that this medication will be dispensed by non-medical, recreation personnel. I hereby agree to release and hold the Yarmouth Community Services, its agents and employees harmless from any and all claims, including negligence, which may arise as a result of the administering of the medication.

Signature of Parent/Guardian: _____ Date: _____

Yarmouth Community Services Program Participant

Camper Emergency Medical Information

Today's Date:_____

Child Name(s):_____

Address:_____

Telephone #:_____ Email:_____

Mother's Name:_____ Work Phone:_____

Father's Name:_____ Work Phone:_____

Person to contact in case of an emergency

1. Name:_____ Primary Phone #:_____

Relationship:_____ Cell Phone #:_____

2. Name:_____ Primary Phone #:_____

Relationship:_____ Cell Phone #:_____

Special medical information (conditions, allergies, medications, etc.)_____

Physician:_____ Phone #:_____

Address:_____

Preferred Hospital:_____

Medical Insurance

Carrier:_____

Policy #:_____

Yarmouth Community Services Behavior Expectations

Yarmouth Community Services recreation programs are intended to be a safe place for children to have fun and broaden their understanding of themselves and the world around them. Participants are expected to be responsible for their own actions and behaviors. The endless benefits a participant can gain in any recreation program are determined by the participant's attitude and willingness to participate. During all YCS activities we expect participants to adhere to the Yarmouth Community Services Core Values.

Yarmouth Community Services Core Values:

Pursuit of Quality
Accountability
Respect
Trustworthy
Integrity
Caring
Involvement
Positive Self-Esteem
A + Attitude
Togetherness
Equality

Behaviors that do not embrace the YCS Core Values may require immediate disciplinary action:

- ◆ Misuse or destruction of Yarmouth school or town property or equipment.
- ◆ Failure to follow rules.
- ◆ Uses of profane, vulgar or disrespectful language.
- ◆ Hitting, kicking, spitting or other inappropriate physical or verbal contact with another participant, staff person, volunteer or other visitor using the facility.
- ◆ Use of tobacco, alcohol or drugs at any YCS activity or on any school grounds.
- ◆ Littering
- ◆ Throwing objects or running unless they are part of a supervised program.
- ◆ Producing loud, rude or unnecessary noises.

Depending on the situation and the severity of the incident the following disciplinary procedure may be enforced:

Verbal Warning

The YCS staff member will ask the participant not to continue the inappropriate behaviors. The staff member will remind the participant the behavior exhibited does not embrace the YCS core values.

Time Out

The participant will be removed from the activity and will be asked to sit out for 5 minutes. YCS staff may further discuss the behavior concern with the participant. The participant may be required to apologize to the appropriate person. Parents will be notified of inappropriate behavior.

Removal from activity and parent meeting

Participant will be suspended from participating in the YCS program or activity until a parent meeting has taken place and corrective measures have been taken to ensure the inappropriate behavior will not continue.

Expulsion from the YCS program.

YCS Sunscreen Policy

1. We **do not** provide sunscreen for participants as it is a medication and some participants may have allergies to some ingredients in certain sunscreens. Each participant needs to bring his or her own. If a camper does not have their own sunscreen they will not be allowed to participate in outside activities.
2. Participants should arrive at programs with a thick base coat of sunscreen already applied, especially in hard to reach areas, such as their backs.
3. Staff will remind participants regularly to reapply sunscreen every 2 hours: 10 am, 12 pm and 2 pm.
4. We encourage campers to wear hats to protect their heads and shirts to protect their backs. This is especially important if your child has sun sensitivities.

SUNSCREEN/SPRAY PERMISSION SLIP

My child (circle one) **should** **OR** **should not** wear **sunscreen** while outdoors. _____

Parent/Guardian Initials: _____

Please apply first application at home. **Sunscreen should be supplied by you, the parent/guardian.** I understand that selecting “should” allows staff to assist in **applying sunscreen** to my child and if my child does not have sunscreen on they will not be able to participate in outdoor camp activities. It is preferred that families send in spray-on types of sunscreen labeled with camper's names. It is the families' responsibility to ensure that campers have their own supply of sunscreen.

Guardian Signature_____Date_____