

eliminating racism  
empowering women  
**ywca**



# **YW CAmp Lakeside**

## **Parent Handbook**

### **Summer 2022**

**Camp Lakeside**  
185 E. Terrace Ave.  
Lakewood, NY 14750  
(716) 763-3565

**YWCA Jamestown**  
401 N. Main St.  
Jamestown, NY 14701  
(716) 488-2237

**[www.ywcajamestown.com](http://www.ywcajamestown.com)**

# Table of Contents

<b>Camp Contact Information:</b> .....	2
<b>Partners:</b> .....	2
<b>Mission Statement:</b> .....	2
<b>Welcome:</b> .....	3
<b>Camp Operations:</b> .....	3
<b>Weather / Emergency Closings:</b> .....	3
<b>Who Are the Staff Members:</b> .....	3
<b>Food Service:</b> .....	4
<b>Refunds:</b> .....	4
<b>Camp Fees/Tuition:</b> .....	4
<b>Bounced Checks:</b> .....	5
<b>Tuition Assistance:</b> .....	5
<b>Withdrawal From Camp:</b> .....	5
<b>DHHS Regulations:</b> .....	6
<b>Parent Conduct:</b> .....	6
<b>Parent Participation:</b> .....	7
<b>Release of Information:</b> .....	7
<b>Pick Up / Late Pickup Policy:</b> .....	7
<b>Year-End Tax Statements:</b> .....	8
<b>Liability:</b> .....	8
<b>Health Insurance:</b> .....	8
<b>Facility Use / Camp Environment:</b> .....	8
<b>Medication:</b> .....	9
<b>Court, Custody, &amp; Visitation Orders:</b> .....	9
<b>Health:</b> .....	9
<b>Attire / Clothing:</b> .....	10
<b>Communication:</b> .....	10
<b>Cell Phone Policy:</b> .....	10
<b>Safety &amp; Security:</b> .....	11
<b>Surveillance:</b> .....	12
<b>Gifts to Camp:</b> .....	12
<b>Bus Procedure:</b> .....	12
<b>Discipline Expectations:</b> .....	13
<b>Behavior Policy:</b> .....	13
<b>Inappropriate Physical Contact:</b> .....	13
<b>Unsanctioned Child Care:</b> .....	13
<b>Parent &amp; Child Requests:</b> .....	14
<b>Vacation / Long-Term Absences:</b> .....	14
<b>Loss of Utilities:</b> .....	14
<b>Toys &amp; Belongings:</b> .....	14
<b>Safety Drills:</b> .....	14
<b>Behavior Action Guidelines:</b> .....	15
<b>Camp Rules:</b> .....	16

## Camp Contact Information:

YW Camp Lakeside ~ 185 E. Terrace Ave. ~ Lakewood, NY 14750

### Camp Director:

To Be Announced

P: 716.763.3565

E: [camp@ywcajamestown.com](mailto:camp@ywcajamestown.com)

### YWCA Director of Facilities & School Aged Child Care (Camp Administrator)

Shane A. Monroe

O: 716.488.2237 ext. 232

C: 716.217.5684

F: 716.484.1752

E: [smonroe@ywcajamestown.com](mailto:smonroe@ywcajamestown.com)

### YWCA Executive Director

Amanda Gesing

O: 716.488.2237 ext. 227

F: 716.484.1752

E: [executivedirector@ywcajamestown.com](mailto:executivedirector@ywcajamestown.com)

### YWCA Billing Coordinator

Adam Digirolamo

O: 716.488.2237 ext. 251

F: 716.484.1752

E: [billing@ywcajamestown.com](mailto:billing@ywcajamestown.com)

## Partners:

The YWCA is proud to partner with many local, state, and national partners to make the Camp Lakeside possible.

## Mission Statement:

### Mission Statement of YWCA Jamestown:

The YWCA Jamestown is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

## Welcome:

YWCA Jamestown is honored to provide you with 30 + years of experience as a New York State licensed summer camp at our Camp Lakeside in Lakewood, NY.

Our YW Camp Lakeside is for children five years through twelve years. Children aged 5 or 6 must have completed Kindergarten in order to be eligible to attend.

Camp hours are from 8:00am to 4:30pm following the camp calendar, Monday through Friday.

**Camp will be closed for July 4<sup>th</sup>, or the legal observation of July 4<sup>th</sup>.**

Fees are based on state regulations, with grant monies, fundraising, government subsidies, and United Way funds assuring continued implementation of the YWCA Mission by providing access, regardless of income status or situation.

## Camp Operations:

- Camp Lakeside is licensed by the Chautauqua County Health Department, and is issued a New York State Department of Health license in order to operate.
- Camp Lakeside follows a schedule that is developed by YWCA Jamestown.
- Camp Lakeside will offer a wide variety of activities that are researched, planned, and based on the interest and developmental stages of the children in care, with input from the children directly, camp goals, and with the YWCA Mission in mind.

## Weather / Emergency Closings:

The decision to close Camp Lakeside will be made by the YWCA as necessary based upon factors that may or may not be within the YWCA's control.

- If Camp Lakeside cancelled for any reason, parents/guardians will receive communication from YWCA staff regarding the cancellation as soon as possible, and in a variety of methods.
- If camp is already operating when the decision to close is made and after each parent/guardian is notified each family will be required to **PICK UP THEIR CHILD(REN) WITHIN 30 MINUTES!**
- In the event that a child is not picked up within 30 minutes, and no parental contact has been made, the situation will be treated as a "Child not picked up" and emergency contacts will be contacted to arrange safe transport home. Should attempts to reach emergency contact be unsuccessful, the appropriate authorities will be notified.

## Who Are the Staff Members:

- Camp Lakeside has The Director of School Aged Child Care (SACC), who is the administrator over the whole camp, and all camp employees. They are responsible for all aspects of camp and its operation.
- Camp Lakeside has a Camp Director, who is responsible for day-to-day operations and supervision of the counselors / staff, and participants.
- Camp Counselor (line staff) work directly with children in care, modeling and encouraging appropriate behaviors in a positive and constructive environment.
  - Camp Counselors plan and implement activities suitable for the age, abilities, and learning styles of the children in care.

- All staff are hired and trained in accordance with the New York State Department of Health.
- Each staff member receives training each year, including but not limited to Mandated Reporting, Foundations of Health & Safety, CPR, and First Aid.
- All staff must pass criminal background checks in accordance with NYS DOH Regulations.
- We do not permit the hiring of parents/guardians, or other close family relatives, to work at the same site where a child of the family attends.

## Food Service:

- Is provided daily by Jamestown YMCA, and their summer feeding program, in accordance with the USDA.

## Refunds:

- **No refunds shall be issued for \$20.00 or less.**
- Any credit on account for \$20.00 or less will be considered a donation to the camp at the time of withdrawal, end of service, or end of school year – depending on the situation.

## Camp Fees/Tuition:

- A yearly registration fee of \$25.00 per child must be paid in full prior to any child starting camp.
  - This yearly registration fee is non-refundable.
- **FINANCIAL RESPONSIBILITY EXISTS REGARDLESS OF THE CHILD'S ATTENDANCE.**
  - Cost of Camp Lakeside:
    - Weekly Maximum: \$185.00 per week, for 5 days enrollment.
    - Daily Maximum: \$37.00 per day enrolled
- Payments are accepted in the forms of cash, check, credit card, or automated bank account withdrawal, or by registering with us for an online account.
  - Checks must be made payable to: YWCA.
  - **In person payment are NOT accepted at Camp Lakeside**, all in person payment must be made at the YWCA Main offices located at 401 N. Main St. in Jamestown from 8:30am to 4:30pm Monday to Fridays.
- Payments are due weekly.
- It is the responsibility of the payer to collect and maintain the provided receipt for their records.
- A late fee of \$10.00 will be assessed if payment is not on time, for each missed payment date.
- Late arrival fee - please see Pick Up / Late Pick Up Policy in this handbook.
- Any account more than one (1) week delinquent will result in the termination of services and the account may be sent to a collection agency at the discretion of the YWCA.
  - Those accounts will be charged all late fees, and a minimum of \$25.00 Bad Debt Collection fees.
- The YWCA reserves the right to take legal action against any account for which unpaid tuition exists, which may include all herein listed fees and any legal fees the YWCA incurs as a result of attempts to collect.

- Accounts that become regularly delinquent or have a history of delinquency, may be required to use Automated Payments as deemed necessary by the YWCA.
  - Automated Payments will require the payer to signup online, and authorize the YWCA to collect weekly tuition directly from a checking / savings account, or a credit card associated with your Account.
  - These accounts may also be subject to loss of any / all discounts, scholarships, or tuition assistance.
- Accounts receiving DSS subsidy are required to make payment to the YWCA and its camps for any amounts billed to DSS that DSS fails to or refuses to pay for any reason. These payments will be subject to due dates and late fees just as regular parents fees are. Parent/Guardians are responsible for any amounts billed to DSS that are not paid on their behalf.

## Bounced Checks:

- A fee of \$25.00 for all bounced checks will be charged to your account. The fee and the amount of the bounced check must be paid within three (3) days of notification.
- **1<sup>st</sup> & 2<sup>nd</sup> Bounced Check:** If we receive a returned check from our bank for a payment you made, you will be invoiced for the original amount of the check plus a \$25.00 bank fee.
  - The payment of the invoiced amount (original check plus fees) will be due within three (3) days of notification. We can redeposit your check with your approval, plus \$25.00 cash or a cash payment can be made for invoice amount plus \$25.00.
- **3<sup>rd</sup> Bounced Check:** The same applies as above; however, we will not re-submit the original check, nor will we accept another check for payment.
  - All payments will need to be made by cash, money order, cashier's check, credit card, or online payment plus the \$25.00 bounced check fee within the three (3) days.
  - Check payments will not be accepted for six (6) months on this account. Cash, money order, cashier's check, credit card, or online will be the only acceptable payment.
- **4<sup>th</sup> Bounced Check:** After six (6) months, check payments will be accepted.
  - If we receive another returned check from our bank, you will no longer be able to pay on your account with checks.

## Tuition Assistance:

- Is not available for 2022 summer camp season.
- We **DO** accept subsidy payment from Chautauqua County DHHS for qualifying families.

## Withdrawal From Camp:

- Notice must be provided to the Camp Administrator at least five (5) days in advance of the desired withdrawal date. **Written notice is required.**
- Failure to notify the Camp Administrator of desired withdrawal will result in an additional two (2) weeks of tuition to be billed to the account from the last date of attendance.
- At the time of withdrawal, any account credit for \$20.00 or less will be considered a donation to the camp, as in accordance with our Refund Policy stated herein.
- At the time of withdrawal, any balance due, if any, will be due immediately to avoid late fees. Failure to make payment will result in the account going to collections in accordance with our policy stated herein.

## DHHS Regulations:

- Illness & other absences: **A maximum of twelve (12) days** will be allowed in a consecutive three-month time period, as defined by DSS.
- Any absences in excess of three (3) consecutive days requires approval from your childcare case manager before we, the provider, can receive payment from the Department of Social Services.
  - If your case manager does not approve the sick days, the amount due will be charged to your personal account (making you responsible for payment). Attendance verification is remitted to DSS each month.
- The YWCA and Case Manager have the right to request a physician's excuse.
- If your child/children miss three (3) consecutive days, you will be required to have a doctor's excuse to return (no exceptions). You must notify the Camp Director, if your child/children will not be attending on their contracted day.
- Vacation will NOT be paid by Social Services.
  - Anyone who wishes to take their child/children out due to vacation must
    - 1) Give a two-week written notice.
    - 2) Pay a 25% holding fee (of full rate) according to your child's contract prior to leaving on vacation.
- Two exceptions:
  - If your place of work closes the door for shut-down, your caseworker will give written permission stating they will cover your 25% holding fee.
  - This occurrence can happen only one time per year.
  - A letter from your employer is required and MUST be on company letterhead.
- DSS does not pay for maternity leave.
  - You must temporarily withdraw from the camp (six weeks).
  - Upon return, if we have a slot open, your childcare will continue as previous assuming all paperwork is still current according to state regulations.
- If you should lose your job, you need to have your job search time approved by DHHS in order to continue to have care.
  - You must notify the Billing Coordinator that you have lost your job and whether or not you have been approved for job search care. If the job search time is not approved your child will be withdrawn from the camp. To return after being withdrawn from the camp, you must reopen your case with DSS and call us to see if we have any openings. Paperwork must still be current according to state regulations.
- **Reminder: You will be responsible financially for any tuition not covered by DSS, for any reason.**
- Co-payments are due prior to the week of care. If your payment is not paid by Wednesday, the week of actual care, childcare will be denied Thursday and your Case Manager will be notified. At that time your voucher will be cancelled. All late fees will apply as indicated in this handbook and the account can be sent to collections for non-payment.

## Parent Conduct:

- A child and/or family may be dismissed from Camp Lakeside in the event that a parent or guardian conducts himself or herself in a way deemed inappropriate while on YWCA property. Adults are expected to model the desired behaviors and language that is expected of the children in care.

- Profanity, threats, or disruptive behavior will not be tolerated, and may result in the removal of the child and/or family from Camp Lakeside.
- Parent, Guardians, or other Caregivers that appear to be under the influence of drugs or alcohol will be encouraged to allow the camp to help them make other suitable and safe arrangements for transportation home.
  - Those that refuse to cooperate and take the child from the camp should note that Camp Lakeside will notify the proper emergency authorities with all available information, and staff are mandated to place a call to the State Central Registry / Child Protective Services as per regulations.

## Parent Participation:

- Camp Lakeside encourages parents to participate! Parents are encouraged and welcomed to visit camp anytime that camp is in operation.
- A variety of opportunities exist for parents to participate:
  - Volunteer – reading stories, assisting in crafts/games, assisting with planning of special events, etc.
  - Share their profession or special skills with the participants.
  - Making donations of materials, games, or other relevant items to camp.
  - Attending all family nights / events.
- Please see the Camp Director or Camp Administrator for more information on volunteering.

## Release of Information:

- The YWCA will maintain confidentiality of information. Certain information may be shared with partnering agencies as is permitted by permission provided in the enrollment packet:

## Pick Up / Late Pickup Policy:

- All parents/guardians are required to pick up and/or make arrangements for any child that is reported by the camp to the parent/guardian within thirty (30) minutes of the initial contact.
  - This may include a sick child, or child who has been asked to leave for discipline reasons, and if not picked up within the thirty (30) minute window, the staff will contact emergency services, and report the case to the State Central Registry as per NYS mandated reporter policies.
- In the event that a child is not picked up or released from care by 4:30pm, the Camp Director will phone the parent/guardian, and/or any other contacts listed. If the child is not picked up within fifteen (15) minutes of the initial attempt to contact the parent/guardians the camp will contact the proper emergency authorities.
  - Staff are required to contact the State Central Registry to report the case as per mandated reporter policies with NYS (see Safety & Security).
- **If a child is not picked up by 4:30pm, an automatic late arrival fee of \$5.00 will be charged to the account, plus \$1.00 per minute late fee for every minute past 4:30pm.**
- Late arrival times, used to calculate the late fees are based on the time noted by the camp when the parent arrives, regardless of the time parents observe. The time observed on the camp clock will be used to calculate the late fees.
- Excessive, repeated, or habitual late pick-ups may result in the termination of services.



## Year-End Tax Statements:

- **It is the responsibility of the payer to collect and maintain the provided receipt for all payments made for their records.**
- The YWCA will provide a yearly tax statement to accounts in good standings no later than January 31<sup>st</sup>.
  - Yearly statements for accounts in good standings will be available at the YWCA for pickup by the payer.
- If there is a past due balance on an account, a year-end tax statement can be requested from the YWCA and/or Camp Administrator **ONLY after payment of the past due balance is satisfied.**
  - If the account balance is not satisfied, no statement will be provided as it is the responsibility of the payer to maintain the provided receipts for tax purposes.
- The tax statement will be provided in the name of the financially responsible party as listed on the Finance Agreement at the time of enrollment.
- Requests for duplicate statements must be made to the Billing Coordinator, and will incur a \$3.00 fee for each duplicate statement which must be paid at the time the statement is provided.
- Year-end tax statements may be mailed upon request, with a parent/guardian self-addressed, stamped envelope provided to the YWCA. The camp will not incur the costs of mailing statements.

## Liability:

- Enrollment in the YWCA Camp Lakeside waives any liability against the Jamestown Young Women's Christian Association (YWCA) it's officers, directors, trustees, agents, servants, and employees, that they shall not be liable for any occurred bodily injury to any child while the child is practicing for, or participating in, any contest or exhibition of an athletic or sports nature sponsored by the YWCA, or in any activities as a part of the YWCA Camp Lakeside.

## Health Insurance:

- Proof of valid insurance for each child in care **must** be provided to the YWCA at the time of enrollment.
  - A valid insurance card must be presented to the YWCA so a copy can be placed in the child's file.
  - Or the enrolling adult must include a copy of the card(s) with the enrollment packet.

## Facility Use / Camp Environment:

- Camp Lakeside is usually held on YWCA grounds at the YWCA's Lake Lodge.
- Field trips require parent/guardian permission.
- If a parent/guardian needs to speak with their child please call (716) 763-3565. Under **no** circumstance should you attempt to contact your child directly.

- **NO child is permitted to have a cell phone while in care at Camp Lakeside.**
- Valuables should be left at home.
- Camp Lakeside and the YWCA shall not be responsible for damaged or lost valuables.
- For reason of camp security and privacy, no child is permitted to use, or carry on their person any personal electronic devices, including a cell phone.

## Medication:

- Camp Lakeside DOES NOT administer any medications to children.
- **NO children are allowed to carry their own medication, prescription or over-the-counter; and are not permitted to administer any medications.**
  - Please consult with the Camp Director regarding your child's specific situation.

## Court, Custody, & Visitation Orders:

- Copies of court, custody, visitation orders, and divorce decrees must be provided directly to Camp Lakeside.
- Changes to any documents provided to the camp should be updated as soon as possible.
- Failure to provide the camp with copies of the court documents will prevent Camp Lakeside from upholding parental wishes beyond the extent the law allows.

## Health:

- **COVID-19 GUIDANCE AND REGULATIONS WILL SUPERSEDE ANY HEREIN STATED HEALTH POLICIES!**
- If your child appears to be ill, they will be sent home in accordance with NYS DOH and YWCA guidelines.
- Please keep all emergency contact information up to date.
- A child needing medication is strongly encouraged to take it before or after camp hours, as the camp is not authorized to administer medications.
  - If a child needs a medication during camp hours the parent/guardian will need to make arrangements to come to Camp Lakeside to administer the medication(s) as the camp is not authorized.
- In accordance with the Health Care Plan, staff will contact the parent/guardian of any child who is sick, becomes ill, or is injured while at Camp Lakeside to make arrangements for the child.
- An ill or injured child will be given first aid and offered a quiet area to wait until picked up by parent/guardian.
  - We require a parent/guardian to pick-up their child within thirty (30) minutes of being notified.
- Any child with a temperature of 101°F or higher, vomiting, diarrhea, or a contagious illness **MUST** go home.
- If a child is seriously ill, the staff will contact parents/guardians and emergency services if needed. Emergency care permissions are authorized on the camp registration form.
- The YWCA and Camp Lakeside has a nit and no-live lice policy.
  - If the a child has live lice or nits, he/she will **not** be allowed to attend the camp until live lice or nits are confirmed to be gone.

- If staff at the camp observes live lice the parent/guardian will be notified and the child will be required to be picked up immediately.
- Children will not be permitted to attend the camp again until live lice and/or nits are no longer present.
- Parents/guardians are required to pickup or arrange for safe pickup of their child within thirty (30) minutes of notification by the camp.
  - This may include a sick child, or child who has been asked to leave for discipline reasons.
  - If not picked up within the thirty (30) minute window, the staff will contact the appropriate emergency authorities as needed.

## Attire / Clothing:

- Camp Lakeside will host a variety of indoor and outdoor activities for children. We highly recommend play clothes for camp, including pant/shorts, t-shirt, and sneakers.
- We will be getting dirty at camp, so please dress children appropriately!
- We recommend a change of clothes be kept at camp or in a child's bag in case a child needs to change during the day.
- Swim suits, or clothes that can get wet are also recommended along with a towel!
- **Flip flops of all varieties are not permitted at camp!**
- **Water shoes, or old closed toe sneakers are required for any child to enter the water.**

## Communication:

- In the event a parent / guardian should need to contact a child in attendance at Camp Lakeside, a parent / guardian may call the camp at (716) 763-3565
- However, this option should only be used in the event of an **emergency**.

## Cell Phone Policy:

- It is not permissible for participants to use a personal cell phone during camp hours.
- Personal cell phones and other electronic devices (ie: "smart watch") are **NOT** permitted to be used or **CARRIED** on their person by any child while at Camp Lakeside.
  - If a children has a device, it should be stored in their backpack, cubbies, or left with an adult until dismissal.
  - All cell phones and other electronics are to be **POWERED OFF**, and stored during camp hours.
- If a children is found using a personal cell phone or other electronic device during camp hours it will be **immediately confiscated**.
  - Any children devices that are confiscated will be held by camp administration until the child is either picked-up by an authorized adult, or until a parent can come to retrieve the device.
- **NO confiscated device will be returned to any child!**

# CELL PHONE USE BY PARTICIPANTS IS PROHIBITED!

**PARTICIPANTS ARE NOT PERMITTED TO  
CARRY A CELL PHONE ON THEIR PERSON  
DURING CAMP HOURS!**

Cell phones should be stored appropriately, or left with an adult until the participant is released for the day.

## **Safety & Security:**

- Parents/guardians **MUST** inform the Camp Director immediately if any contact information, such as phone numbers, change.
- The manner in which the children is released and the departure time is designated on the enrollment form.
  - Special circumstances must be provided in writing to the camp, and in certain situations may need to be accompanied by written court orders.
- All children **MUST** sign in and out of camp with an adult or authorized pickup person.
  - Only authorized persons and / or parents / guardians listed on the enrollment form may pick up any child.
- **Authorized adults should be prepared to show photo I.D. to pick up a child, and be at least 18 years old.**

- Once a child is signed-out, Camp Lakeside staff is no longer responsible in any way for the child.
- Visitors are considered to be anyone other than YWCA staff.
  - Visitors are required to sign in and out.
- Emergency exit routes are posted near each door. Fire drills and fire safety inspections are conducted in accordance with NYS DOH regulations.
- If child abuse is suspected, as mandated reporters, staff will take appropriate action.
- If a parent/guardian suspects their child has been abused or maltreated, call 1-800-342-3720.
- For the safety and security of all, camp participants are **NOT** permitted to make communication with individuals outside the camp (including parents/guardians) via any communication method.
  - Including phone calls, text messages, emails, instant messages, and other electronic communications.
- **Please DO NOT attempt to contact your child directly!**

## Surveillance:

- Security / surveillance cameras are in operation at all times at Camp Lakeside.
- Cameras are operational 24 hours per day.
- Cameras are located inside and outside the facility, and are in all areas of the property and building except restrooms.
- Footage is secure and confidential. Footage may be used on an as needed basis to confirm facts when an incident may have happened in the view of a camera.
- Due to privacy and confidentiality, camera footage cannot be shared with anyone that is not a camp representative, including parents/guardians.
- Camp Lakeside Camp Director and other camp staff DO NOT have access to the camera footage. That footage is only accessible by YWCA Administrative Staff.

## Gifts to Camp:

- YWCA Jamestown and Camp Lakeside are non-profit, and any gifts/donations to the YWCA / Camp Lakeside are tax deductible. Our camps are in constant need of supplies and equipment. We typically need art/craft supplies, board games, sporting equipment, and various other materials. Please consider donating to our camps. All donations will be acknowledged with a letter recognizing your donations.

## Bus Procedure:

- Children **MUST** obey staff and bus drivers.
- Attendance is taken each time children get on and off of the bus.
- Staff and children are to make sure the bus is clean at all times.
- Loud talking, foul or abusive language, standing in the aisles, or sitting on seat backs is prohibited.
- Hanging or throwing items out of bus windows is prohibited.
- No food or drink is permitted on the bus.

## Discipline Expectations:

- Camp Lakeside provides children with guidelines that will foster positive behavior and help children to grow into responsible adults.
- Children are expected to follow ALL rules and regulations for health, safety, and rights of all camp participants. Please remind your child(ren) that it is important to follow the rules.
- Camp staff will exercise a reasonable amount of discipline to enforce these rules.
- The Camp Director, Camp Administrator, and/or YWCA Executive Director will handle discipline as needed.
- Health and safety of all children is our number one priority, inappropriate physical contact will not be tolerated and will result in immediate suspension or termination from the camp.
  - In addition, the YWCA and Camp Director reserve the right to suspend or expel any children who does not follow the rules or is disrespectful to staff members or other children. In the event that a child is suspended from the camp, parents/guardians will be expected to pick up their child from the camp immediately (within thirty minutes of notification).

## Behavior Policy:

- The inappropriate physical contact policy and behavior action guidelines are based on the understanding that a certain level of order is necessary if the camp is to function effectively, and the children are to thrive.
- Children are constantly making choices about whether they will positively or negatively contribute to a situation. The staff believes that children can and will make good choices if they are given the opportunity and support. The staff also believes that it is important to hold children accountable for the decisions they make.

## Inappropriate Physical Contact:

- If a child commits any physical act towards another child, staff member, or themselves, and/or commits any other serious offense, it can result in an automatic minimum three-day suspension or total expulsion from the camp. The length of time a child is suspended is at the discretion of the Camp Director. It will depend on the severity of the act, and the number of write-ups a child already has.
- **We have a Zero Tolerance policy regarding inappropriate physical contact!**

## Unsanctioned Child Care:

- The YWCA does **NOT** permit our employees to provide childcare outside of the facility for participants of our camps while employed by the YWCA. **No exceptions.**
- The YWCA does **NOT** take responsibility for the actions of our staff when they are not on duty for the YWCA, and does not acknowledge their skills or abilities outside of our licensed care facilities, and further will not be held responsible for their actions outside of the YWCA.

## Parent & Child Requests:

- We will make all efforts to accommodate requests made by parent or child that are reasonable and possible in our camps. However, our available space, resources, staff, funding, and other factors that may influence the decision made by the Camp Director.
- The camp staff or Camp Director may alter child activity schedules in the best interest of the child and camp as a whole. Children will be expected to follow any schedule changes set forth by staff.
- Requests for children to be sequestered from certain staff will **not** be accommodated under any circumstance.
- Requests to sequester a child from another child will be dealt with on a case-by-case basis, and determined by the Camp Director.
- **Decisions made by Camp Director are final.**

## Vacation / Long-Term Absences:

- There is no discount for sick or vacation days from Camp Lakeside for any day that a child was enrolled to attend. Our staffing is based upon enrolled children and therefore there will be no adjustments / discounts for missed enrolled days.

## Loss of Utilities:

- In the event the Camp loses power, water, or other vital utilities, the Camp will wait no more than thirty (30) minutes after the loss of the utility to contact parents for the early release of the child into the care of the parent/guardian or other authorized adult.
- In the event that utilities are not restored within the thirty (30) minutes waiting period, the camp will begin the process to contact all parent, guardians, or emergency contacts to attempt to arrange for safe transport home for each child in care.
  - In the event that the camp has to dismiss children early, all accounts will be charged as per the contract for care, and charged a regular day tuition rate because the child was in attendance.
    - Remember: Financial responsibility exists regardless of attendance.

## Toys & Belongings:

- NO toys or electronics of any sort should be brought to Camp Lakeside.
- YWCA Jamestown and Camp Lakeside will not be held responsible for lost, damaged, or stolen items brought to camp.

## Safety Drills:

- The camp will conduct the following drills in accordance with NYS DOH regulations and best practice policies:
  - Fire Drills

# Behavior Action Guidelines:

\* Not all situations are equal, and in some situations these guidelines may be dismissed for the immediate actions deemed best at the time by staff in that situation. Decisions made by the camp regarding behavior are final.

## **Step 1 – Verbal Communication:**

- Three attempts are made to redirect a child to make better choices, or self-direct themselves to better choices.

## **Step 2 – Documentation:**

- When the situation dictates, or when multiple infractions occur, staff members will document these occurrences on Discipline Reports and/or on an Incident Report.
- When serious incidents of misbehavior or chronic misbehavior occur a discipline report will be issued, and a phone call to the child's parent/guardian will occur.
- When three discipline reports are filed for the same child, regarding the same behavior, the Camp Director may issue a suspension of 1 to 5 days.
- All discipline and/or incident reports will be filed in the child's file on record at the camp site, and may have a copy filed with the YWCA Camp Administrator.

## **Step 3 – Parent Conferences:**

- Children whose behaviors or frequency and intensity of behaviors cause staff members to spend an inordinate amount of time disciplining the child will lead to a required parent conference. The goal of the conference is to make the parent aware of the situations and the child's behaviors, and how these behaviors are impacting the safety and overall experience of the child and their peers. The conference should help the camp secure the assistance of the parents/guardians in coping with the situation, and to help the camp determine the most effective way to help the child.
- Upon completion of a parent conference a definitive strategy of intervention and corrective behavior plan will be developed by the Camp Director, along with a timeline with the assistance of the parent/guardian. This guide will be used to help the child make better choices and be a successful participant of the camp.
- If a parent/guardian does not attend the scheduled parent conference, the child will not be permitted to attend the camp until the conference can be held.

## **Step 4 – Suspensions / Expulsions:**

- In the event that a child commits a severe infraction, or violates the Zero Tolerance policy on physical aggression, the child will be immediately suspended or expelled from the camp.
- The Camp reserves the right to suspend or expel any child who is a danger to themselves or other participants of the camp. This may also include if a child willingly leaves the supervised sight of a staff member, is an extreme behavior concern, or has injured any other participants or staff.
- Suspensions or expulsions may occur at the discretion of the Camp Director or Director without a parent conference depending on the severity of the situation.
- All policies regarding discipline are at the discretion of the Camp Director, Director, and OR Executive Director without notice of change or implementation. All decisions of the camp administration are final, and cannot be appealed.



## Camp Rules:

- It is the **expectation** that parents/guardians are reviewing the rules with their child on a regular basis, and help the camp to enforce the rules with support from parents/guardians.
- Some of our basic rules are below, however there will be additional rules reviewed with each child at their camp orientation that they are expected to follow.

Be Respectful

Be Safe

Be Responsible

Be Active

Have Fun!



Find us on:  
**facebook**®

YWCA Jamestown and the YWCA Lake Lodge have Facebook pages, please LIKE our pages! We post periodically, please watch for updates!

[www.facebook.com/ywcajamestown](http://www.facebook.com/ywcajamestown)

[www.facebook.com/ywcalakelodge](http://www.facebook.com/ywcalakelodge)

---

# YWCA IS ON A MISSION

Disclaimer: All policies and procedures contained herein are subject to change without notice, and all decisions made by the Camp Director, YWCA Camp Administrator, YWCA Executive Director, other YWCA administrative staff, and/or Board of Directors are final and cannot be appealed. Future revision of this handbook takes effect upon the adoption of said policies by the YWCA, and automatically replaces current and past handbooks.

Revised: March 3, 2022

© 2022 YWCA Jamestown. All Rights Reserved.