

YWCA Summer Camp Parent Handbook 2022



YWCA YOUTH SERVICES

214 State Street – Suite 203A

Hackensack, NJ 07601

201-345-1905



WELCOME

Welcome to the YWCA Northern New Jersey. YWCANNJ camps are unique in that they provide families with a high-quality summer camp experience at an intentionally affordable price.

Our ACA (America Camp Association) accredited summer day camps in Dumont and Mahwah offer a summer of fun, friendships, and adventure for kids of all ages throughout Bergen and neighboring counties. We want your child to have a GREAT summer, so the following pages contain important information about our summer camp program. Please familiarize yourself with the material and keep this manual handy for easy reference.

ABOUT US

The YWCA is the oldest and largest multicultural women's organization in the world. Across the globe, the YW has more than 25 million members in 122 countries, including 2.6 million members and participants in 300 local associations in the United States.

Our Mission

YWCA Northern New Jersey is dedicated to eliminating racism, empowering women, and promoting equality for all.

About YWCA Northern New Jersey

Our YWCA has been serving the community since 1920 with programs that improve lives, inspire change, and create opportunities. We provide safe, welcoming places for women, girls, and families to learn, share, and grow; support women and



girls on their paths to educational, career, and financial success; and advocate for women's rights and civil rights.

We are one of the area's largest provider of child care services, a recognized leader in health and wellness programs, and operator of **healingSPACE**, Bergen County's only Sexual Violence Resource Center.

Youth Services Administration Staff

- Daniela Pinto-Director of Youth Development- DPinto@ywcannj.org
- Akil Davis-Manager of School Age Programs- Adavis@ywcannj.org
- Mary Agnello-Program Assistant- campregistration@ywcannj.org
- Jessi Isabel-Registration and Billing Specialist- SAPbilling@ywcannj.org

Summer Camp Administration

- Judon Foster, Camp Director-YWCampDumont@ywcannj.org
- Michael Siciliano, Camp Director-YWCampMahwah@ywcannj.org

Direct Phone Numbers for Camps

Mahwah 201-327-2079

Dumont 201-384-6357

Camp Calendars are located on our website please visit www.ywcannj.org/summer-camp/

Visit and Follow our **YWCA NNJ Facebook Pages** for Daily updates, photos and more!

What to Bring/Wear Each Day

PLEASE LABEL all children's belongings.

- Towel(s)
- 1 bathing suit
- Plastic bag to store wet bathing suit
- Sneakers/Closed toe sandals
- A refillable water bottle.
- Sunscreen

**YWCA IS ON
A MISSION**
eliminating racism
empowering women

- Lunch in an insulated bag
- Bug spray-*suggested*
- Extra change of clothes-*suggested*
- Swim goggles-*suggested*
- Swim shoes-suggested for Mahwah campers (for lake/boating)
- Flip flops –suggested for Dumont campers (for pool)

Camp shirts are given to campers on their first day of camp. We encourage campers to wear their camp shirts each Monday and any other day they want. Additional shirts and sweatshirts will be for sale

We are a NUT FREE environment. Do not send food containing nuts.

Soda/Coffee/Energy drinks are not permitted at summer camp. Water or juice is encouraged.

Please send lunch in an insulated bag (refrigerators and microwaves are **NOT** available).

POLICIES AND PROCEDURES

ABSENCES

If a child is going to be absent from camp—please call/email the camp to let them know.

ANTI-BULLYING POLICY

In keeping with our mission to promote acceptance and tolerance for all people and in order to keep all the children in our programs safe, the YWCA Northern New Jersey in accordance with its discipline policy, cannot allow any child in our program to hurt or be hurt by others. This can include physical, emotional, or verbal actions.

Any incidents of the above behaviors will be brought to the attention of the Camp Director. Each incident will be handled on a case-by-case basis. All discipline actions will be in accordance with the YWCA Northern New Jersey Discipline Policy in an age appropriate fashion.

ARRIVAL AND DEPARTURES - YWCamp@Dumont (PLEASE stay in your cars-Valet drop off).

YWCA STAFF will approach each vehicle, complete a COVID screening and will escort your child to their proper group after going through our daily screening process. Pre-camp parents – please walk your camper to the door.

Bus drop off

YWCA STAFF will be at each bus stop location and will complete the COVID screening before your child can enter the bus. Once all campers have been checked and attendance has been taken, they will then depart for camp. Campers MUST wear their seat belt and remain seated during the duration of the trip. Mask wearing is optional for staff and campers.

All children must be picked up by the designated time. A parent/guardian (adult over 18) must sign out your camper. YWCA Staff will accompany a group of children to the pickup area. Children will be lined up and parents will have to sign out their camper.

ARRIVAL AND DEPARTURES - YWCamp@Mahwah

YWCA STAFF will be at each bus stop location and will check in your child before your child can enter the bus. Once all campers have been checked and attendance has been taken, they will then depart

for camp. Campers **MUST** wear their seat belt and remain seated during the duration of the trip. Mask wearing is optional for staff and campers. If a parent is running late and has missed the bus they can drop off their child at camp in an emergency situation only. Parents **MUST** contact the bus counselor's phone if they are running late.

Late Drop off Policy

- 1st late drop off - no late fee but email sent to document the occurrence
- 2nd late drop off - \$25 late fee letter sent out reminding parents of our policy
- 3rd late drop off - \$50 late fee letter sent out reminding parents of our policy
- 4th late drop off - \$100 fee suspended from program for the next scheduled day
- 5th late drop off - immediate removal from program

All children must be picked up by the designated time. A parent/guardian (adult over 18) must sign out your camper. YWCA Staff will accompany a group of children to the pickup area. YWCA Staff will accompany a group of children to the pickup area. Children will be lined up and parents will have to sign out their camper.

BUS INFORMATION

Failure to comply with said rules may result in termination of enrollment.

- Children enter the bus and take a seat (Siblings/same household only can sit together)
- Seatbelts must be worn at all times
- Everyone must be seated until the bus comes to a full stop
- Consuming food or drink is not permitted on the bus
- Fighting, pushing, shoving, yelling or any negative behavior is not acceptable
- Hands (and all other body parts) stay in the bus at all times - no hanging out the window
- Rude, obscene, or intolerant language or gestures are not acceptable

In case of bus changes that would affect campers' pick-up or drop-off times or locations, YWCA staff will send emails to every campers' parent affected by the emergency or change. Bus counselors will follow up with a call/text from their bus phones. Please see bus stop cell phone numbers below. The bus camp counselors will remain with the campers until picked up by parents/guardians, emergency pick-up person or until the situation is resolved.

YWCAMP@Mahwah Bus Drop off and Pickup only (*times and locations subject to change)

Bus Stops

Drop off Time

Pick up Time

Honiss Elementary School (YWCAMP@Dumont)

7:45 am

5:45 pm

31 Depew Street, Dumont, NJ

Large Parking Lot

201-384-6357

YWCA Office

7:45am

5:45pm

Parking Lot

214 State Street, Hackensack, NJ

Harrington Park Elementary School

7:55am

5:50pm

Parking Lot

191 Harriot Ave, Harrington Park, NJ

201-403-3457

George Washington Elementary School

8:35am

5:10pm

39 Fardale Ave, Mahwah, NJ

Parking Lot

201-986-0320

Oradell Elementary School

8:05am

5:30pm

350 Prospect Ave, Oradell, NJ

Parking Lot

201-986-0320

Christian Reformed Church

8:15am

5:15pm

271 Lincoln Ave, Ridgewood, NJ

Parking Lot

CELL PHONE/CAMERA/ELECTRONICS USEAGE

No cell phones, smart watches, electronic held-hand games, devices will be allowed in camp

We understand kids very well, which is why we deliver this message with total respect for their feelings; PLEASE unplug your electronics and plan to plug into your friends, the outdoors, and life at camp!

Our Electronics Policy is designed to:

- promote socialization between campers
- remove the divide between "the haves, and the have-nots"

- give your children a much needed break from the world of technology
- ensure that your children are not exposed to age-inappropriate material

CHILD RELEASE POLICY

Each child may be released only to the child's parent(s) or person(s) (**adult over 18**) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. **Parents must inform the Camp Director in advance if someone other than the parent will be picking up. If the pickup person is not listed on the child's emergency data form and we have not been notified by the parent, the Camp Director cannot release the child.**

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up the child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3) If child is not picked up by closing time, and other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed the staff member shall call the 24 hour State Central Registry Hotline (1-877-NJ-Abuse) [1-877-652-2873] to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- 1)The child may not be released to such an impaired individual;
- 2)Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- 3)If the center is unable to make alternative arrangements, a staff member shall call the 24 hour State Central Registry Hotline (1-877-NJ-Abuse) [1-877-652-2873] to seek assistance in caring for the child.

We cannot release a child unless an authorized (over age 18) person can sign the child out.

We do require that parents show identification until the Camp Director and staff become familiar with you. This step is taken for the safety of your child.

CONFIDENTIALITY POLICY:

The policy of the YWCA Northern New Jersey camps, in regard to the issue of confidentiality of information, is as follows:

1. Information about a child belongs to the child with the parents acting on the child's behalf. Consequently, parents have unlimited access to the records of their child.
2. No information about a YWCA family may be released to another agency without the written consent of the family, **unless required by law.**
3. All YWCA staff members are required to treat information about YWCA families responsibly and with discretion. Staff is permitted to discuss information about families with other staff only on a need to know basis. Information about YWCA families or staff members is not a suitable topic of casual conversation among staff or in the presence of children.
4. Staff that violates a family's or staff member's right to privacy will be subject to personnel action as determined by the YWCA Northern New Jersey policies and procedures.

DISCIPLINE POLICIES AND EXPULSION FROM PROGRAM PROCEDURES

It is the YWCA's goal to educate and engage campers and instill in them the ability to self-discipline. Clear and consistent guidelines are presented to children so that they are aware of their responsibilities and can be held accountable for their behavior.

Should there be an infraction of the rules, the following consequences will occur:

1. **Verbal Warning** - We remind children of appropriate behavior.
2. **Five Minute Time Out**- This gives a child a break to cool off.
3. **Ten Minutes Time Out**- Again a cooling off period with re-direction. Staff will inform parents at pickup. If behaviors continue and or escalate we will then move to the next step.
4. **Parent/Director Meeting** – YWCA Youth Services Staff will meet virtually with parent(s) and child to discuss the behaviors.

Occasionally there may be times and reasons we must suspend/expel a child from our program. Before we would reach such a situation, we will do everything possible to work with the family of the child in order to

prevent this policy from being enforced. Fighting or intentional physical aggression for any reason results in immediate jump to #5.

5. **Suspension**- This would occur only if the behavior contract is not be followed on a consistent basis and/or the parents are resistant to supporting the YWCA staff. A virtual meeting will occur to discuss this issue if needed.

6. **Expulsion**- This happens in rare cases where a child's actions are detracting from the safety of the group. Parents will have been given full information during the prior meetings.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Parents threatens physical or intimidating actions toward staff children/other parents
- Parent exhibits verbal abuse to staff/children/other parents
- Failure to pay/habitual lateness in payments
- Habitual tardiness when picking up your child

CHILD'S ACTIONS FOR EXPULSION

- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Eloping or leaving program area without permission
- The child is at risk of causing serious injury to other children or himself/herself
- Failure of child to adjust after a reasonable amount of time

ENROLLMENT

Registration is accepted throughout the summer season, based on license capacity availability.

Registration for the following week must be confirmed by the previous Wednesday. Your child is not considered enrolled until all the required forms are completed in their entirety and all required fees have been paid.

EMERGENCY CONTACTS

Your emergency contacts are very important and should be aware of their responsibility. All emergency contacts should be able to pick up your child within a reasonable time frame if we cannot reach you. Phone numbers MUST to be updated regularly.

FEES AND PAYMENT POLICES

1. Your credit card statement and/or bank statement will serve as your receipt of payment. We do not issue tax-statements. Our Provider Tax ID is # 22-1494725.
2. If you have a flex spending account and require a receipt for payment, please email your form to **SAPbilling@ywcannj.org**. Our Provider Tax ID is # 22-1494725.
3. Nonpayment or continued late payment could result in your removal from program.
4. The YWCA Northern New Jersey will impose a \$35 service charge if payments are not honored from your credit card or account on file.
5. \$25 service fee will be charged for withdrawals or changes and requires advance notification. **(All fees/tuitions are nonrefundable)**. Contact Sapbilling@ywcannj.org
6. **Additional Weeks:** If you would like to add additional weeks during the camp season please email sapbilling@ywcannj.org. Children must be registered by the prior **WEDNESDAY** to start on the following week. **Children registered on Thursday will incur a \$50 late registration fee.** Friday signups are not available.
7. Children not picked up by scheduled pickup time will be subject to the following:
Late Pick Up Policy
 - 1st late pick up - no late fee but email sent to document the occurrence
 - 2nd late pick up - \$25 late fee letter sent out reminding parents of our policy
 - 3rd late pick up - \$50 late fee letter sent out reminding parents of our policy
 - 4th late pick up - \$100 fee suspended from program for the next scheduled day
 - 5th late pick up - immediate removal from program
8. Tuition credit is not given for absence due to illness and or vacation. If the YWCA is required to close due to COVID-19 it will result in a full refund.

HOURS OF OPERATION (*Camp is closed Monday July 4th)

- **Pre Camp** - 7:30am-start of camp
- **Camp Program** - 9:00am-5:00pm(**Drop off starts at 8:30am**)
- **Post Camp** – 5:00pm -6:30pm

INFORMATION CHANGES

Parents are responsible for informing the camp staff of any changes in address, phone numbers and persons authorized to pick up children. It is very important that this information be kept up to date at all times.

MEDICAL & HEALTH POLICIES AND PROCEDURES

Your child must have an application w/health and medical information on file along with any necessary medications and action plans the day he/she begins the program. All allergies and medical concerns must be documented on the child's medical and emergency data form. Camp Health Director will review all applications.

Medication will be administered only after the receipt of written approval from a child's parent. This medication must be in its original container, labeled with child's name, physician's name, date, and dosage. Medication will only be administered and recorded by Camp Health Director.

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

Severe pain or discomfort	Red eyes with discharge
Acute diarrhea	Infected, untreated skin patches
Episodes of acute vomiting	Difficult or rapid breathing
Elevated oral temperature of 101.5 degrees	Skin rashes w/ fever or behavior changes
Lethargy	Skin lesions that are weeping or bleeding
Severe coughing	Mouth sores with drooling
Yellow eyes or jaundiced skin	Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES: A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES: Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

PARENTAL PARTICIPATION

Your Camp Director welcomes your comments and is available to virtually discuss any aspect of the program. Parents are reminded that all interactions with children must be positive in nature. Any parent who engages in any negative interaction with any child will face immediate removal from the program and termination of their child's future participation.

STAFF INFORMATION

Each camp is led by adult and young adult staff who have been selected for their skills and leadership with children. The Camp Director is the lead onsite staff and supervises the camp staff. All communication should be addressed to the Camp Director. All staff receive training on First Aid/CPR in addition to YWCA policies and procedures in accordance with DOH/ACA licensing regulations.

During summer 2022, each group has one Head Counselor and Counselors, to support a staff to camper ratio of 2 staff to 20 kids. We uphold a high standard of quality, dedication, and commitment when it comes to selecting our staff. Staff members are required to go through professional reference and criminal background screenings before they are hired. Our goal is to provide our staff with the tools and knowledge they need in order to help create and maintain an exciting, enriching, age-appropriate program for your children. Our staff members are required to attend our full day staff orientation at the beginning of the season. Our staff attend weekly meetings where we discuss programming and issues at summer camp.

SOCIAL MEDIA

All staff, parents and program participants must adhere to the YWCA Northern New Jersey Social Media Policy. Parents are not permitted to take photos of other people's children during any YWCA program hours. Social media postings by the YWCA Northern New Jersey are only permitted with the

approval of the YWCA Youth Services Administration and individual parental consent. Photos and videos are to be taken only by appointed YWCA personnel.

SWIMMING

YWCamp@Dumont campers will be transported to the Dumont Swim Club for swim lessons. Campers will be instructed by certified Lifeguards/Swim Instructors in a chlorinated pool which is closed to the public. Please send your child to camp in their bathing suit and apply their sunscreen prior to arriving (sunscreen will be reapplied throughout the day).

YWCamp@Mahwah campers will have the opportunity to swim daily in our beautiful spring fed lake. Swim shoes are highly recommended. Campers will be instructed by certified Lifeguards/Swim Instructors. Please send your child to camp in their bathing suit and apply their sunscreen prior to arriving (sunscreen will be reapplied throughout the day).

Swimming will be with weather permitting at both camp locations.

TOYS

YWCA Northern New Jersey assumes no responsibility for misplaced, lost or stolen items.