

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MAUI YMCA DAY CAMP PARENT HANDBOOK



MAUI FAMILY YMCA
250 KANALOA AVE
KAHULUI, HI 96732
(808)242-9007
www.mauiymca.org/day-camps

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BUILDING FRIENDSHIPS

Camp is all about belonging!



Dear Day Camp Parents,

On behalf of our Youth Programs staff, I would like to thank you for allowing the Maui Family YMCA to be part of your child's intersession. Our goal is to provide a quality camp experience to the families in our community. We strive to ensure that you and your child will have a positive experience and build long lasting relationships.

Please take a few moments to read through this guide with your child. It will help familiarize you and your child with our policies and procedures as well as explain details about refunds, camp supplies, and more.

We realize you have a choice when it comes to you and your family's recreational needs, and we thank you for choosing the Maui Family YMCA.

We are looking forward to a great intersession!

Sincerely,

Ricky Jones
Youth Programs Director
Maui Family YMCA

MISSION & OBJECTIVES

MISSION STATEMENT:

To enhance the quality of life for individuals, families, and our community through programs that foster moral growth and build a healthy spirit, mind, and body for all.

GOALS & OBJECTIVES:

Our cause is for youth development, healthy living, and social responsibility. Our camp programs, as part of the YMCA, reflect these values and are designed to help our campers grow physically, mentally, and spiritually within a fun camp environment. Well-trained camp staff act as a catalyst for the development in your child as they lead the campers in challenging activities.

CHARACTER DEVELOPMENT:

At the YMCA, character development and values are a part of who we are. At our YMCA that means more than just activities. We believe character development is an important challenge for all of us – staff, volunteers, members, participants, and parents – to accept and demonstrate the positive values of caring, respect, honesty, and responsibility.

REGISTRATION

REGISTRATION & ADMISSION:

Pre-registration is strongly recommended. As we have a limited number of spaces, enrollment is taken on a first come, first serve basis. We are unable to accept phone or faxed registrations. No child will be refused admittance to the program due to race, religion, or gender.

**If your child has special needs, please contact the Youth Director to discuss prior to registration.*

Scholarships:

The YMCA offers financial assistance to those who qualify. Applications must be completed and turned in before camp starts.

Pro-rating Camps:

We believe that a true camp experience is a week-long experience (3 days or more). For this reason, we **DO** **NOT** pro-rate camps.

Age Exceptions:

Campers must be the age indicated in the camp description by camper's start date. Due to our State licensing requirements, there will be no age exceptions. Camps are designed with curriculum and programming for campers of a certain age.

Waiting Lists:

In the event that a camp fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available 3-5 days prior to the session start date.

PAYMENTS & REFUNDS

Payments & Fees:

- Payments are due in full on the Saturday before the upcoming week.
- A Late Registration Fee of \$50 will be assessed if registering after 5pm the Thursday before the start of each week's program. We need to give our counselor staff appropriate notice of expected hours for the following week.
- In the event of a returned check, a \$10 fee will be assessed, and all future payments must be made by money order, cash, or credit card.
- Payments will not be pro-rated due to absences or inclement weather.

Refund Policy:

- For a full refund, cancellation must be made at least 48 hours prior to the start date of program.
- A late cancellation fee of \$50 will be assessed if cancellation request is made after 5pm the Thursday before the start date of program.
- Cancellations after the end date of the program are non-refundable.

Expulsion Policy:

The YMCA reserves the right to end your child's enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents, or staff. If a child's enrollment termination is deemed necessary by staff, parents will be informed of reasons for termination.

OPERATING HOURS

Camp Operating Hours:

Monday—Friday

Closed in observance of Holidays

Drop-off begins as early as 7:30am

Pick-up ends at 5:00pm

***Drop-off and Pick-up can be done at any time during operating hours.**

Camp Locations:

- Camp Moana at Maui Family YMCA
- Camp One at Lihikai Elementary School (Summer School Dates only)
- Camp Two at Haiku Elementary School

A Typical Day at Camp:

Each camp is unique but follows this similar schedule:

7:30am-8:30am: Camp arrival

8:30-8:45am: Morning announcements

8:45-9:00pm: Group Breakouts and Circle

9am-12pm Rotations 1-3*

12-1pm: Lunch and cleanup, Games

1-4pm: Rotations 4-6*

4:00-4:30pm: Camp Cleanup

4:30-5:00pm: Games and Camp Departure

**Schedule and activities will vary per location, but rotation activities include: Swimming, Field games, Music, Art, Playground games, Crafts, Team Building, Garden, and Gymnastics*

Examples of Familiar Games/Activities:

-Relay type games

-Simon Says

-Freeze Dance/Dance Jam

-Musical Hula Hoops

-Sneaky Statue

-Red Light, Green Light

CHECK IN/CHECK OUT

Check In:

The YMCA requires that all children are to be properly signed in by an adult and turned over to a YMCA staff person, leaving immediately after. **Unaccompanied children will NOT be allowed entry into the program until an authorized adult signs them in.** This helps ensure the safety of your child. The YMCA does not and will not assume responsibility for children that arrive before the start time at any location. A four digit PIN will be given by the adult dropping off to YMCA Staff each day, and that PIN will be used as pickup authorization.

Check Out:

Sign your child out when you pick them up from camp. **Please bring a photo ID with you every day, in addition to the PIN given at drop off.** Children will be released only to those with a PIN, or on the authorized pick-up list specified on the child's information sheet. It is the parent's responsibility to notify the camp of any changes in authorization. Those picking up children should be prepared to show identification to the camp staff member upon request. No child will be released to anyone without a PIN or on the authorized pickup list.

Late Pick-Up:

We close promptly at 5:00pm.

For all children not picked up by the end of the program, **a late fee of \$1 per minute, per child will be assessed.**

We must maintain at least two staff with the keiki at all times, and frequently late pickups are not viable for the cost of the program, nor is fair to the staff. Payment should be made directly to staff on duty, not the Welcome Center.

After your third late fee please note that you may be asked to withdraw your child from camp.

Illness Policy

Illness Criteria:

A daily health check is done when your child initially arrives at the program and occurs throughout the day. Your child's appearance, including skin (typical, pale, flushed, rash), eyes, nose and mouth (typical, unusual color, dry or discharge, rubbing), and breathing (normal or different) will be checked. Upon arrival, or at the earliest convenient time, there should be a discussion with the Camp Coordinator or Youth Director regarding anything out of the ordinary your child may be experiencing regarding behavior at home, sleeping, eating/drinking, bowels, and urine.

The Camp Coordinator or Youth Director should be informed if your child is receiving any medication or treatment.

Your child may be excluded from the program if he or she appears ill. It is our policy to temporarily exclude children from care who may be infectious or who demonstrates physical symptoms that require continual one-to-one care.

Occasionally, a written note from the child's physician may be required for a child to be re-admitted.

If your child becomes ill while at the program, we will contact you by telephone. We would like you to have ill children picked up within one hour of the phone call. Parents should have an alternate plan of action for childcare to cover these situations.

COVID-19 POLICIES

Excluding Sick Children:

- Fever over 100.4°
 - **May return when:** The child's temperature has been below 100.4° for 24 hours without Tylenol or aspirin.
- Recurring vomiting
 - **May return when:** The child has been diagnosed as having a bacterial infection and has been on antibiotic for 24 hours.
- Diarrhea (more than 3 times)
 - **May return when:** It has been 24 hours since the last episode of vomiting or diarrhea without medication.
- Eye discharge
 - **May return when:** Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
- Excessive cough
 - **May return when:** The discharge is not thick, yellow, or green.
- Any unidentified rash
 - **May return when:** The rash has subsided, or the physician has determined that the rash is not contagious.

ACCIDENT/EMERGENCY

Accidents/Emergencies:

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff.

The following procedures will be followed:

- First Aid will be provided, and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied. Trained lifeguards are on staff to help assess.
- Most times, if a child is injured and upset, a period of care and an icepack is time enough to see if more serious medical attention is needed. If a child is still in pain or visible discomfort after an icepack warms and they've had a chance to rest, then parents/guardians will be called to confer about how to proceed; if pickup is wanted, or more time to rest.

In the event of a medical emergency, immediate action will be taken by the staff as per the policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

Children at Risk:

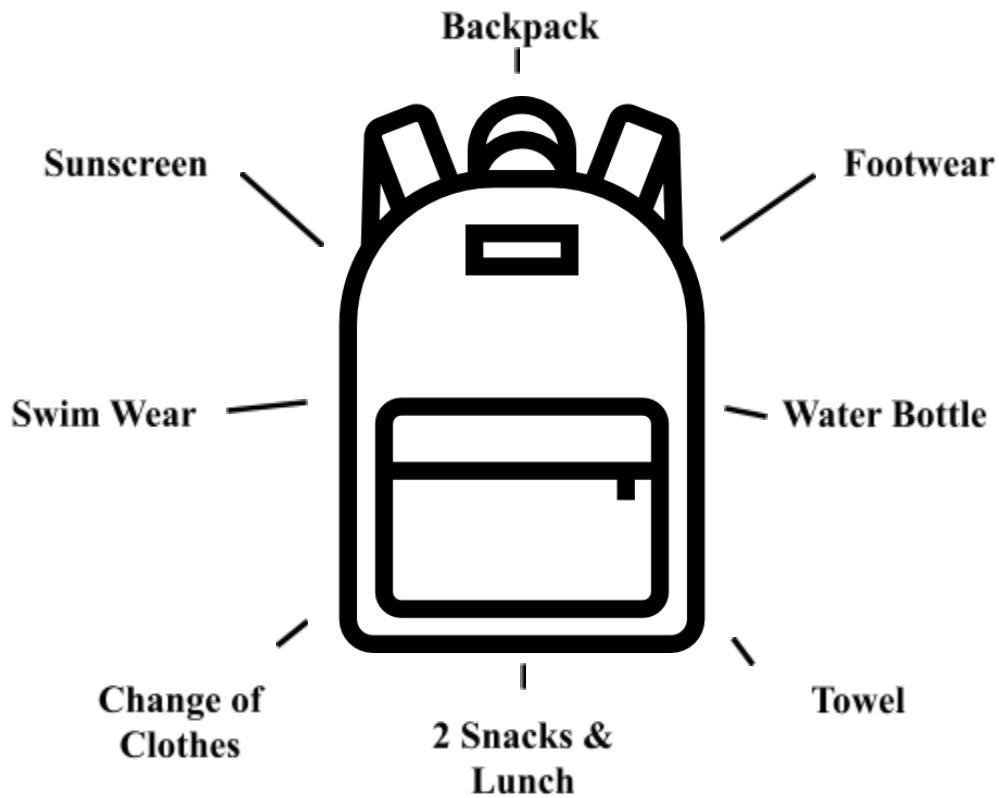
Parents who arrive at the YMCA in an incapacitated condition (i.e., alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call the other parent
- Call another person on the child's emergency contact list
- Call a nearby neighbor/friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

WHAT TO BRING

**PLEASE ADD YOUR CHILD'S NAME
ON EVERYTHING THEY BRING TO
CAMP**



WHAT NOT TO BRING

All electronics (including MP3 players, PSPs, iPods, Cell Phones), Toys and Pets, or anything of high value.

The YMCA is not responsible for lost or broken items.

Lost & Found



All Lost & Found items will be kept on site. After two weeks, unclaimed items will be donated to a charitable organization.

The Maui Family YMCA assumes no responsibility for lost or stolen items.

CODE OF CONDUCT

Our Day Camp programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules.

The YMCA School Age Child Development programs have established rules, consequences, and a zero-tolerance policy on specific behaviors.

The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

YMCA Rules:

- Keep hands, feet, body, and objects to yourself.
- Maintain social distancing when directed.
- Participate in routine hand washing and sanitizing.
- Show respect to staff, others, and self.
- Speak for yourself, not others.
- Do not willfully destroy YMCA property.
- Do not go anywhere without a YMCA staff person.
- Always clean up after activities.
- Have fun!

CODE OF CONDUCT (cont)

YMCA Consequences*:

- Verbal warning.
- Re-direction to another activity.
- Time away without activities.
- Parent notification at pick up time.
- Meeting with parent and behavior contract created.
- Notice of Suspension (1 Day), next day of care/without refund.
- Notice of suspension (3 Days), next 3 days of care/without refund.
- Conference with Program Director/Parent/Camper.
- Removal from program.

***Due to the seriousness of the behavior any step can be taken at any time.**

Zero Tolerance:

- Inflicting physical harm on another individual.
- Verbal threats that may cause physical harm to another individual.
- Verbal threats that may destroy property.
- Possession of a weapon, age-controlled controlled substance (including vaping devices), or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Camper does not stay within the boundaries of the camp (runs out of the program).

The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.

QUESTIONS?

Day Camp Questions & Concerns:

Questions or concerns about the policies and procedures of the Day Camp program can be directed to any of the professional Day Camp staff at the Maui Family YMCA.

All questions will be answered in a timely manner.

For questions or concerns of the day-to-day operation of the Day Camp Program, you may also contact our Youth Programs Director:

Ricky Jones
(808)866-5218
ricky.jones@mauiymca.org

Thank you for choosing the YMCA!

We are looking forward to a fun intersession and great memories!

