



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SUMMER CAMP PARENT HANDBOOK

Guidelines for the Burbank Community YMCA  
Summer Camp Program



Version 2022



*We strengthen the foundation of community by providing families  
with high quality education, enrichment and care.*

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# INTRODUCTION

Welcome to the Burbank Community YMCA Summer Camp Program. You have just joined the largest non-profit community organization in America committed to the development of children, youth and families through Youth Development, Healthy Living, and Social Responsibility. We are a membership organization involving you in everything that we do.

You are now a partner in providing children with a high quality preschool education, and active enriching after school program, and a youth development program designed to support high school students as they develop into caring, competent adults.

The Y is a powerful association of men, women, and children of all ages and from all walks of life, joined together by a shared passion to strengthen the foundation of community. With a commitment to nurturing the potential of kids, promoting healthy living, and fostering a sense of social responsibility, we ensure that every individual has access to the essentials needed to learn, grow, and thrive.

It is our belief that together we can bridge the gaps in our community by building healthy, confident, and secure children, youth, and families.



# ABOUT THE Y

## BURBANK COMMUNITY YMCA MISSION

Providing people of all ages lifelong opportunities to become stronger in spirit, mind and body.

## Y CAUSE

The Y's cause is to strengthen community. Every day we work side by side with our neighbors to make sure everyone, regardless of age, income, or background, has the opportunity to learn, grow, and thrive.

## THREE AREAS OF FOCUS

- Youth Development: nurturing the potential of every child and teen.
- Healthy Living: improving the nation's health and well-being.
- Social Responsibility: giving back and providing support to our neighbors.

## YOUTH PROTECTION STATEMENT

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

## CHILD ABUSE PREVENTION AND REPORTING

The state requires that any suspected incidents of child abuse be immediately reported to the Department of Social Services for further investigation. All CDC employees are mandated child abuse reporters. Parents are invited to visit programs at any times. We have an open door policy. We offer positive assistance and resources regarding the prevention of child abuse through workshops, printed materials and referrals to local agencies offering assistance. See the Burbank Community YMCA Child Abuse Prevention Policy and Procedure Manual for more information.

## DEVELOPMENTAL ASSETS

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

## CORE VALUES BUILD STRONG CHARACTER

Core values are essential principles that unite us and guide our behavior. As a result, we show genuine concern for others and are sincere. We treat everyone as we want to be treated. We honor our promises and hold ourselves accountable for our actions.

As long as we stay true to ourselves and true to others, we cannot help but accomplish great things. A person of strong character strives to do the right thing...even when no one is looking.

## Y CHARACTER VALUES

Character Development gives us the ability to meet our mission. Teachers and counselors are hired based on their commitment to accept and demonstrate these positive values in their own lives. By holding ourselves accountable and building character around our six pillars of character—Caring, Trustworthiness, Respect, Fairness, Citizenship, and Responsibility—we build healthy spirit, mind and body for all.

**CARING:** to demonstrate a sincere concern for others, for their needs, and well-being. Related values: compassion, forgiveness, generosity and kindness.

**TRUSTWORTHINESS:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.

**RESPECT:** to treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect and tolerance.

**RESPONSIBILITY:** to do what is right—what I ought to do, to be accountable for my choices of behavior and actions and my promises. Related values: commitment, courage, good health, service, and citizenship.

**FAIRNESS:** to play by the rules, to take turns and share by being open-minded and listening to others. Related values: justice and openness.

**CITIZENSHIP:** to do your share to make your school and community better by cooperating, getting involved, and staying informed. Related values: responsibility and respect.



## SUMMER CAMP PHILOSOPHY

The Child Development Center (CDC) provides a loving, stimulating learning environment where children and youth can discover, explore, experiment, and grow at their own pace. Special emphasis is placed on helping each child and youth to develop social skills, nurture creativity, provide opportunities for learning and help build a positive self-image.

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

## SUMMER CAMP COMMITMENT STATEMENT

The Burbank Community YMCA Summer Camp staff is committed to creating an inclusive experience through empathy, dedication, relationships, and inspiration. We challenge ourselves by recognizing the needs of our community and build our relationships as a team. We strive each day to create unique memories and lifelong friendships by supporting and guiding Y camp families. Our purpose is to inspire our youth and to foster personal growth. We commit to leaving behind a legacy.

-Summer Camp Leaders & Counselors

## CHILD DEVELOPMENT CENTER PROGRAMS

### PRESCHOOL

Our Preschool Programs operate Monday through Friday from 7 AM to 6 PM, providing education, enrichment, and care to children ages 6 weeks to 5 years old. Our preschool curriculum is play-based with a strong emphasis on developmentally appropriate practices. Each child has a portfolio to document their individual growth and development. Classrooms are warm and inviting and provide learning areas which include math, manipulatives, art, music, literacy, blocks, dramatic play, and science. The outdoor classroom is designed to support active play and stimulate the imagination. We establish and maintain a collaborative partnership with each child's family through regular communication, classroom letters, parent-teacher conferences, screenings, educational and special events. There are optional, extra-curricular activities offered including gymnastics, basketball, yoga, dancing, and swimming.

### Power Scholars

Our School Age Program is now Power Scholar Explorers (PSE). We operate Monday through Friday from 12:00 PM to 6:00 PM providing after school learning and enrichment care to children from Transitional Kindergarten through 5<sup>th</sup> grade. Transportation is provided to and from nearby schools. Our program's purpose is to close the achievement gap for scholars from low-income families, who are performing below grade level, by providing a no cost program for those that qualify, that focuses on literacy, mathematics, and social-emotional learning. We also provide homework support, healthy snacks, enrichment activities, and outdoor play.

### SUMMER CAMP

Our Summer Camp Program operates Monday through Friday from 7 AM to 6:00 PM every week in the summer that Burbank public schools are not in session. Summer camp offers a fun, safe and exciting summer day camp for children and youth entering kindergarten through completion of 8<sup>th</sup> grade. Our camps include a wide variety of dynamic activities including outdoor games and songs, sports, swimming, skating and art, as well as local field trips to a variety of educational and fun destinations.

## YOUTH DEVELOPMENT

High School opportunities include Youth and Government, Service Learning and Counselor-In-Training. Youth & Government teaches about the legislative and judicial process. The Service-Learning program matches student's skills, experiences, and interests with job shadowing opportunities and meets the Burbank Unified School District qualification for high school volunteer hours. The Counselor-In-Training program is a summer long leadership experience for high school students.

## ADMINISTRATION OFFICE

### CONTACT INFORMATION

The CDC office is open from 8:00 AM to 5:00 PM, Monday through Friday. Feel free to contact us by phone at 818-562-5461 or by email at [camp@burbankymca.org](mailto:camp@burbankymca.org) or any of the numbers listed below.

If you need to conduct business outside of our regular office hours, please contact your program director to make special arrangements.

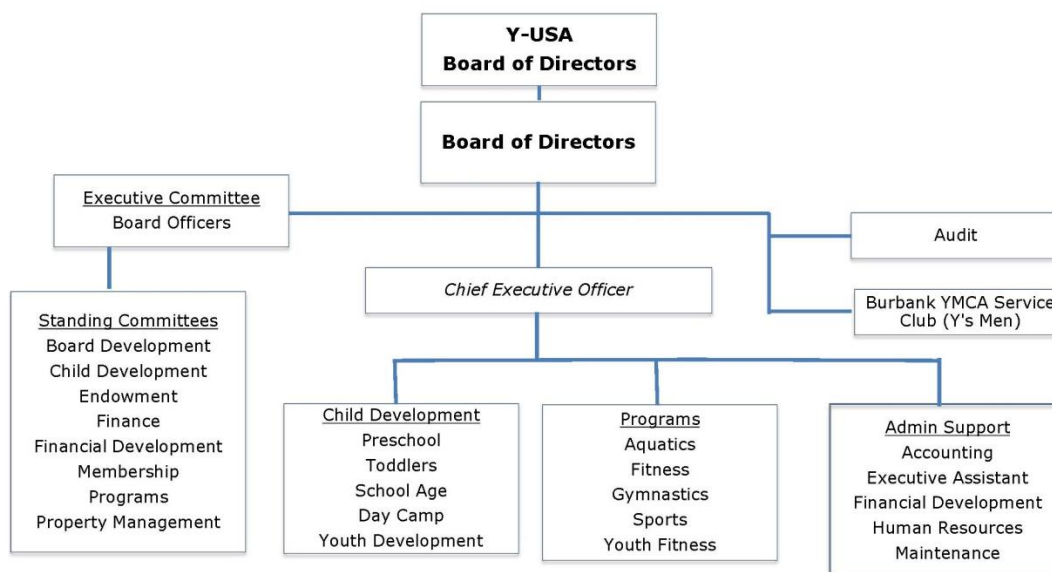
Bryan Snodgrass	Chief Operating Officer	<a href="mailto:bryan@burbankymca.org">bryan@burbankymca.org</a>
Rebecca Kelly-Garcia	Summer Camp & Inclusion Director	<a href="mailto:rgarcia@burbankymca.org">rgarcia@burbankymca.org</a>
Rita Greenspan	CDC Preschool Director	<a href="mailto:rita2@burbankymca.org">rita2@burbankymca.org</a>
Dierik Gonzalez	HM Preschool Director	<a href="mailto:dgonzalez@burbankymca.org">dgonzalez@burbankymca.org</a>
Samantha Koll	Power Scholars/LGT Director	<a href="mailto:skoll@burbankymca.org">skoll@burbankymca.org</a>
Jamilla Jackson	CDC Office Manager	<a href="mailto:JJackson@burbankymca.org">JJackson@burbankymca.org</a>

If you need to speak to someone before or after regular office hours, please call 818-562-5461 and follow the directions as stated on our voicemail.

## ORGANIZATIONAL CHART

The CDC is a program of the Burbank Community YMCA which is a 501(c)3 not-for-profit organization that is independently owned and operated. It is governed by the Board of Directors under the leadership of our Chief Executive Officer. The Director of Operations is responsible for the administration of the CDC programs including the Preschool, School Age, Summer Camp and Youth Development.

### Policy Making Structure





## FACILITY

The CDC, Brace Canyon Park, and all Specialty Camp locations are smoke and firearms free zones. The rooms and bathrooms are cleaned daily. The carpets and rugs at the CDC are vacuumed daily and cleaned twice a year. Toys are thoroughly washed twice a month, and some are cleaned daily. Many of our toys are put through the dishwasher. The tabletops are cleaned before and after each use. Counselors practice universal infection control by using gloves when cleaning wounds or any other bodily fluid contact. Counselors and maintenance use a safe, very broad spectrum disinfectant on tables and other surfaces (bleach and water mixed fresh daily).

We do our best to keep all equipment in good working condition and remove or replace anything that may pose a safety hazard. We have a full-time maintenance staff at the YMCA who is ready to respond to facility needs that may require immediate attention.

The fire extinguishers are checked annually. Our fire alarm system at the Child Development Center is tested monthly.



## POLICIES AND PROCEDURES

### ADMISSION

The Burbank Community YMCA Summer Camp is open to any camper who may benefit from its programs regardless of race, religion, sex or ethnic background. We welcome campers of all abilities and will make reasonable accommodations to meet the requirements of campers with special needs. Campers are placed in age-appropriate camps as space is available.

Vacancies in the programs are filled on a first come, first served basis with priority given to:

1. Currently enrolled families in our After School Age Program
2. Campers of YMCA Staff Members

Any camper enrolled in the program must have a complete registration packet on file before admission to the program.

### CONFIDENTIALITY

All records and files maintained by the YMCA are confidential and remain the property of the YMCA. Records and files are not to be disclosed to any outside party without the express permission of the Director of Operations. Confidential information includes but is not limited to: financial records; current and former employees' personal information; the identity of, contact information for, and any other account information on patrons, vendors and suppliers; information regarding injury related to a child; and any other documents or information regarding the YMCA's operations, procedures, or practices. Confidential information may not be removed from the YMCA premises without expressed authorization.

### FINANCIAL SCHOLARSHIP POLICY STATEMENT

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

### ELIGIBILITY

1. Eligibility will be granted on the basis of financial need. Eligibility does not guarantee a financial assistance award. Financial Assistance awards are made to eligible participants based on the Y's available resources.
2. Applicants will be asked to pay a portion of the fees in addition to the assistance provided by the YMCA.
3. Financial Assistance is awarded at the beginning of the school year (August) or prior to Summer Camp Registration Dates as stated in camp brochure. (If a child leaves the program, assistance will then be given to another qualifying applicant.)
4. All past due balances must be paid to the satisfaction of the YMCA to be eligible for new or continuing Financial Assistance.

### HOW TO APPLY

1. Applications are available through the CDC during normal business hours. All records will be kept confidential.
2. Applicants must fill out the Financial Assistance Application **completely** to be considered for financial assistance. Applicants are required to provide verification of household income. (*The*

*YMCA requires two current consecutive payroll stubs and the most current federal tax returns).*

3. If any member of the household is currently unemployed for any reason, including disability, documentation of unemployment is required.
4. **All** sources of household income should be reported (this includes alimony, court ordered and non-court ordered child support, disability, worker's compensation, and any other government assistance). Documentation is required. The applicants will not be registered for programs until they satisfy their portion of the specified program fees.

## SELECTION PROCEDURES

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

## TUITION

Registration fees are due before your child begins attending camp. There is a \$50 per week deposit required to reserve your camper's spot in camp. Deposits may be transferred from one week to another up until the first day of summer camp; after camp begins, all deposits are nontransferable. Camp registration, all fees, and balances must be paid in full no later than 3:00pm on Friday, two weeks prior to the start of each camp week. This includes any late fees due. If there is space available for a camp week within the two weeks prior to the camp week starting, you may register your camper and an additional fee of \$25 will be charged for late processing. All campers must be registered no later than 3:00pm on the Thursday prior to the camp week. **We do not allow campers to register once the camp week begins unless approved by the Summer Camp Director.**

The CDC accepts payment for monthly childcare fees by credit card (Visa, MasterCard, and American Express) or checking account withdrawal. The CDC requires all participants to be enrolled in the automatic payment plan unless otherwise approved by the Summer Camp Director.

Camp tuitions are automatically withdrawn from the payment information we have on file. Tuition/automatic withdrawal dates are listed in the enrollment packet.

There is no credit given when your camper is absent from the program, enters camp late, leaves camp early, or misses camp days due to illness, vacation, or unforeseen circumstances.

All deposits and registration fees are nonrefundable.

## LATE PAYMENT FEES

A fee of \$25.00 will be assessed for any charge declined by the bank. If a charge is declined, payment in full must be received at least two weeks prior to the start of the camp week. If payment has not been received at least two weeks prior to the start of the camp week, the camper's enrollment in the said week will be cancelled.

## LATE PICK UP FEES

Day camp closes at 6:00pm. Any camper who is picked up after the designated closure time will incur the following fees:

- First Late Pick Up: Warning
- Second Late Pick Up: \$25
- Third Late Pick Up: \$50
- Fourth Late Pick Up (and any additional): \$100 and a meeting with the Summer Camp Director

## WITHDRAWAL

If you must cancel a session of camp for any reason, a Cancellation of Care form must be completed and submitted to the Child Development Office. This form must be submitted in person—emails and faxes are not allowed. All cancellations must be made no later than two weeks prior to the start of a camp week. (If a cancellation is made 10 business days prior to the start of the session being canceled, a full refund will be given minus the registration fee.) Cancellations made after the two weeks prior to a camp session will not be refunded. For additional information, please see the Child Development Center Refund Policy.



## ACCREDITATION

Accreditation means that the American Camp Association, an advocate for parents interested in camp opportunities for their children, has given us their seal of approval. A rigorous, multi-year process, accreditation has required that the Burbank Community YMCA meet rigorous standards for organization, safety, health, and program development.

ACA-Accredited camps meet up to 300 standards for health, safety, and program quality, including:

- Discovery, experiential education, and learning opportunities
- Camp communities committed to a safe, nurturing environment
- Caring, competent adult role models
- Health, developmentally-appropriate experiences
- Service to the community and the natural world
- Opportunities for leadership and personal growth
- Excellence and continuous self-improvement

To learn more, please visit the American Camp Association website at [www.acacamps.org](http://www.acacamps.org) and find out what the American Camp Association can do for you in choosing and planning a safe, fun, and informative camp experience for your child.



## ABOUT OUR CAMPS

### DAY CAMPS

#### **JOURNEY: Entering TK/Kinder**

Journey introduces youngsters to what camp is all about! This is the perfect camp for children who will be starting kindergarten in the fall. There are a wide variety of hands-on enrichment activities, active play options each day, and even water play to stay cool throughout the summer! Campers also get two days of swim lessons at our YMCA pool as well as a day at Brace Canyon Park.

#### **VOYAGER: Entering 1<sup>st</sup> Grade**

Voyager Camp is designed with the younger camper in mind. These activities focus on each camper's physical, emotional, cognitive and social development and include arts & crafts, and imaginative play. Campers are also given swim lessons twice a week at YMCA pool and a day at Brace Canyon Park.

#### **DISCOVERY: Entering 2<sup>nd</sup> & 3<sup>rd</sup> Grade**

Discovery focuses on teaching children through fun, creativity and active play. Campers are actively participating in physical games that promote fitness and movement, while arts & crafts stimulate the imagination. Discovery Camp's location is at Brace Canyon Park and campers swim twice a week at our local pool.

#### **EXPLORER: Entering 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> Grade**

Explorer gives older school-aged campers a chance to develop and experience new adventures. Opportunities are offered for campers to make their own choices. Each week consists of swimming twice a week at our local pool.

#### **ADVENTURE: Entering 7<sup>th</sup>, 8<sup>th</sup>, & 9<sup>th</sup> Grade**

Adventure camp is for older campers ready to learn early leadership skills with a focus on our six pillars of character: Respect, Responsibility, Citizenship, Trustworthiness, Fairness, Caring. Adventure awaits!

- ***Journey & Voyager Leadership Assignments***

*What does this mean? Twice a week, adventure campers will be assigned to our youngest camps, Journey and Voyager, to get a first hands on experience leading and helping with activities for the day. This camp is designed to focus on our six pillars of character, Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. We want to build strong and confident adventure campers that will hopefully one day become a Counselor in Training (C.I.T.).*

## **WHAT WE DO EACH DAY**

### **HUDDLE GROUPS**

Campers meet in small groups with counselors to provide a home base where campers can build relationships within a smaller group. This gives campers a sense of belonging and minimizes bullying before it starts.

### **ASSEMBLY**

Camp songs, skits, new camper introductions, and orientation. This allows campers to reflect on the day and feel as though they're part of a bigger community.

### **EXTENDED CARE**

A variety of free-play activities and playground time.

### **VARIETY ACTIVITIES**

Campers may choose between an arts & crafts activity, a physically active game, or reading. This allows campers to explore their creative side, exercise and move around, or extend their literacy skills.

### **MASTERY ACTIVITY**

Allows campers a chance to practice and improve new skills on a given activity throughout the week. This gives campers a sense of accomplishment.

### **CAMPER CHOICE**

Campers will have structured free time to choose a variety of activities that they wish to participate in. This allows campers a chance to make choices and have a say in their camp activities.

## **SITE AND FOOD SERVICE**

### **CARE OF HAZARDOUS MATERIALS**

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

### **CONTACT WITH LOCAL OFFICIALS**

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

### **PLAYGROUNDS**

Counselors inspect all playgrounds and outdoor spaces each day to make sure they are clean and hazard free. This consists of, but is not limited to, verifying that all playground equipment is moving freely, the playground structure is sound, and that there are no sharp edges or points. A counselor then completes a Daily Checklist for Safety form indicating they have inspected all equipment and grounds prior to camper-use. In the event of a maintenance issue, the counselor will immediately inform their Camp Leader who will then notify the proper authority.

### **CLEAN CAMPSITE**

The staff and campers will, at all times, make sure camp is free of excessive litter. As part of the Daily Checklist for Safety, a counselor must indicate they have inspected the grounds for excessive litter. The staff, at their respective sites, will make sure the camp office at camp sites are always tidy and clean. If a serious cleaning issue arises, counselors must log the issue in the cleaning log located in the CDC Main Office.





## TRANSPORTATION

### INFORMATION FOR PARENTS

Departure and arrival times will be posted on the camp calendars, the camp's parent board, and the Burbank Community YMCA's mobile app. Weekly calendars are also available on our website and Facebook page and will be emailed each week. Campers must be signed in for camp no later than the posted departure time on the camp calendar. Since we adhere to our ratios, we must do our final headcounts at the scheduled departure time. **Campers who arrive after the designated departure time will only be allowed to attend with prior approval from the Camp Leader.** Campers who may be late or will be meeting the camp at the designated field trip must notify the Child Development Center office prior to the designated departure time. Campers are only allowed to participate in the camp they are registered for; campers may not participate in another camp if their assigned camp has already departed for a field trip. Once the designated camp has departed for their trip, there is no longer any supervision at the designated camp site for campers who did not arrive on time.

The Burbank Community YMCA Summer Camp is not responsible for contacting parents prior to departing on field trips. We do, however, encourage parents to notify the Child Development Center office if their camper will be absent on any given day.

In the event that a field trip is cancelled or there is a change in the schedule for any reason, parents are encouraged to check the Burbank Community YMCA's app and Facebook page for any updates. Camp Leaders will notify the Child Development Center's main office as soon as possible of any delays as well. Signs will then be posted at camp site location to notify parents of any changes. In the event of an emergency medical situation, the camper's parent or guardian will be notified immediately. If the parent or guardian cannot be reached, Camp Leaders will call persons on the camper's emergency contact list. Parents are always welcome to join us on field trips or visit us during camp hours. All parents must provide their own transportation to and from field trip locations and pay for their own entrance fees. Please note that campers must still follow the rules set forth for each individual camp and parents must abide by the same rules as well. Parents will be asked to leave if they choose to not follow these rules.

### PROCEDURES AND ORIENTATION

All campers are provided with an orientation to safety regulations and procedures concerning vehicles in use every day prior to being transported. This is to ensure that adequate transportation safety is followed for all field trips. Busses are loaded within the passenger seating limits established by the manufacturer. All passengers must remain seated while the vehicle is moving. If the bus provides seat belts, all passengers must wear them while the vehicle is moving. All busses are required to carry the following supplies in the event of an emergency:

- Reflectors
- Fire Extinguisher
- First Aid Kits
- Emergency Water
- Emergency Food

### PRIVATE VEHICLE USE AND NON-PASSENGER VEHICLES

Privately owned vehicles are not to be used for passenger transportation at camp except in the case of medical or personal emergency in which case the permission of the Summer Camp Director or appropriate management staff must be obtained in advance. Counselors and campers are prohibited to ride in the back of pickup trucks or wagons where seats are not attached to the vehicles. This is to ensure the safety of all parties involved.

## PERSONAL VEHICLES

Personal vehicles must park in designated parking spots at all times. Under no circumstance may a parent or guardian park in an undesignated parking spot or just drop off their camper. After parking, parents or guardians must walk their camper to the designated Parent Table at the site location. All Burbank Community YMCA 16 Child Development Center campers must be signed in by their parent or guardian before they may attend camp for the day. A full legal signature and the arrival time are mandatory when signing in and out. Campers may not be signed in earlier than our scheduled opening time. A Camp Leader will be located at the Parent Table to talk with parents and guardians and to assure the proper sign in procedure for each camper. Upon signing in, parents and guardians are able to leave and the camper will be guided toward the current activity. The above procedure must be followed when picking up campers at the end of the day. Personal vehicles must be parked in a designated spot and campers must be signed out at the Parent Table prior to departure. Persons picking up a camper must be at least 18 years of age or older. Parents must notify the YMCA in writing or by telephone if someone other than those listed on the authorization form will be picking up their camper. No camper will ever be released to an unauthorized person for any reason without written (or in any emergency, verbal) consent from the parent or legal guardian. For safety reasons, anyone unfamiliar to camp staff will be asked to show photo ID when picking up a child.



## HEALTH AND WELLNESS

### FIRST AID AND EMERGENCY CARE PERSONNEL

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

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

### HEALTH INFORMATION REVIEW

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

A brief health inspection of each camper will be made daily by a Camp Leader as each camper enters the camp. This includes a visual inspection of the camper to see if the camper shows any sign of illness or fatigue. If a camper develops signs of illness or symptoms that prevent them from actively participating in the program, parents or guardians will be notified by phone to come and pick them up. An authorized adult must arrive within 30 minutes of notification. A Camp Leader will record health screening findings in the Camp Health Log.

When a camper becomes sick at camp, he/she will be isolated from the other campers to prevent any illness from spreading and an Illness Report will be completed by a counselor. Journey and Voyager campers will be isolated in either the CDC main office or the Directors' office located in room 1 with adequate counselor supervision. Discovery, Explorer, and Adventure campers will be isolated in the Brace Canyon Park office with adequate counselor supervision. All parent contact phone numbers must be kept current. If a parent is unavailable or unable to pick up their camper, the Camp Leader will begin to call the people listed as the camper's emergency contacts. In the event of a severe or sudden illness, the Camp Leader will call 911.

**We must have a way to contact you quickly when your camper is ill. An authorized adult must arrive within 30 minutes of notification. Parents that have not picked up their camper within one hour will be charged a late pick up fee of \$100.**

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

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

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

Campers:

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

Counselors:

- upon arrival at work
- immediately before handling food
- after using the toilet
- after coming in contact with a camper's body fluids such as runny noses, saliva, vomit, etc.
- after sneezing or coughing
- after handling pets, pet cages or other pet objects
- before and after giving or applying medication or ointment to a camper or staff
- immediately after removing gloves
- before going home
- before and after eating, drinking, or taking a break
- after handling one food and before another

## INFORM STAFF OF SPECIAL MEDICAL NEEDS

Camp Leaders are trained prior to camp in basic first aid, including Epi-pen use for campers with allergies and inhalers for campers with asthma or other breathing irregularities. If your camper has any type of special medical need that requires additional training and or staff supervision, please inform the Summer Camp Director prior to the start of camp to discuss further options. Within the first 24 hours of a camper's arrival at camp, Camp Leaders will review the medical information for each camp and advise appropriate counselors of any special medical needs. Any camper with an allergy will be added to the Health History Review form/allergy list as well as the Inform Staff of Special Needs form; special conditions will also be noted on this form. Any updates to the allergy list form will be immediately distributed to all counselors at the Burbank Community YMCA. If additional specialized attention is needed, Camp Leaders will refer to the review conducted by a licensed medical provider and advise appropriate counselors as needed.

## MEDICATION PROCEDURES

- All medication must be brought to the specific camp's Leader or Assistant Leader and recorded in the camp's Health Log. Medication may only be checked in to staff who have received their Medication Administration certification. Staff must fill out the Medication Acceptance form, verifying they have received the medication.
- Parents must complete the Consent to Administer Medication form.
- Medication will be placed in a gallon zip-lock bag and stored in the medication box. The Consent form will be filed in the medication binder.
- Only staff with the Medication Administration Certification will administer medication.
- Medicine administered will be recorded on the Consent to Administer Medication form located in the designated camp folder and recorded in the camp's Health Log.
- Medication must be returned to the parent at the end of each day, or for medications such as Epi-pens may be stored in the locked medication box and returned prior to the child's last day of attendance.

## MEDICATION AT CAMP

Parents must fill out the Medication Release Form authorizing us to dispense medication. Medication Release Forms need to be completely filled out and on file with the camp prior to medication being administered. Medicine must be in its original package or prescription bottle. Camp Leaders will follow the dosage information listed on the bottle. This includes cough drops. Any medication that needs to be transported on a field trip will be under the direct supervision of the Camp Leader.

All Camp Leaders are certified through McCormick Basic Life Support Training in Medicine Administration.

Medication on field trips will be under immediate supervision of the Camp Leader or the Camp Assistant Leader, both who have been trained in Medication Administration, at all times. The Leader or Assistant will retrieve all camp medications from the locked box prior to each field trip and carry it with them on the trip. Medication can be stored in a backpack, fanny pack, etc. Campers needing medication will be placed in the group of either the Camp Leader or the Camp Assistant Leader. All medication procedures will be followed as stated before on a trip. Upon returning to the camp site, the medication will once again be returned to the medication box.

## HEALTH CARE CENTER

**Brace Canyon Park:** Medication at Brace Canyon Park shall be locked in the designated locked box. The medication box will be stored in the Brace Canyon Park office out of reach of campers and properly labeled. In the event of an illness or injury, the Brace Canyon Park office will be used as an "infirmary" until the camper is properly treated. The Brace Canyon Park office allows for the camper to be protected from the elements with enough space for treatment. Water and cleaning supplies will be readily available in the office in case of an emergency. If a camper needs to use the toilet, a counselor will escort the camper to the restroom adjacent to the office. At least one counselor will be present in the park office as long as an injured or ill child is present. At no time shall an injured or ill child be without supervision of a counselor.

**Child Development Center:** Medication at the Child Development Center shall be locked in the designated locked box. The medication box will be stored in the main office of the CDC out of the reach of campers and properly labeled. In the event of an illness or injury, the CDC main office or the Directors' office in room 1 will be used as an "infirmary" until the camper is properly treated. These rooms allow for the camper to be protected from the elements with enough space for treatment. Water and cleaning supplies will be readily available in the office in case of emergency. If a camper needs to use the toilet, the camper will be allowed to use the restroom located in the CDC main office. At least one counselor will be present in the office as long as an injured or ill child is present. At no time shall an injured or ill child be without supervision of a counselor or administrative staff member.

## INJURY AND ILLNESS REPORTS

In the event of an injury or illness, counselors will fill out an Injury or Illness Report and give it to their Camp Leader. The Camp Leader will then decide if the parent/guardian should be informed immediately or at time of pickup. Copies of the completed report will then be given to the Summer Camp Director and the Safety and Risk Management Director, and a copy will be placed in the camper's file.

An Injury Report contains the following information:

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

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

## INCIDENTAL MEDICAL SERVICES

Any child requiring the administration of incidental medical services, such as Epi-Pen, Inhaled medication or Nebulizers, Blood Glucose Monitoring, or Glucagon, the following requirements will be met:

- Written instructions to be provided by the child's physician (to include dosage, frequency and clear specific instructions on the administration of the medication or medical service).
- At least one staff member from each classroom will be trained to administer the above-mentioned medications in accordance with the dosage and directions provided by the physician along with formal Medication administration Training Certification every two years. Training will include:
  1. Basic medication administration and procedures.
  2. Safety precautions and procedures, including use of gloves and hand washing).
  3. Disposal of used, disposable medication administration devices.
  4. Storage requirements for medication.
  5. Disposal of medication.
  6. Documentation of medication administration.
- Two staff members will be present at all times who are trained to administer the above-mentioned incidental Medical Services.
- In the event of a disaster, the CDC Coordinator will be responsible for retrieving the medication boxes and maintaining them during the course of any emergency.
- The following procedures will be followed if a child requires administration of the above-mentioned medical services:
  1. The child's parent or authorized representative will be notified by telephone immediately following the treatment or event requiring immediate incidental medical service.
  2. An "Illness report" will be given to the parent or child's authorized representative at pick up with a description of the medical event.
  3. Epi-Pens, inhalers, and nebulizers will be kept in the medicine lock boxes as all times.
  4. Any and all used medical devices or medication will be disposed of according to proper health and safety guidelines. Parents will be notified of such changes immediately and will be asked to replace any device or medication as necessary.
- Blood glucose testing for the purpose of monitoring a child diagnosed with diabetes will be permitted with the following conditions:
  1. Completion of LIC Form 9221 and a medication acceptance form authorizing administration of incidental medical services.
  2. Clear written instructions must be provided by the child's physician. Staff will be required to follow only the written instructions as outlined by the child's physician and as indicated on the original label or instructions.
  3. Test results will be recorded and reported to the child's parent or authorized representative daily.

## OPERATIONAL MANAGEMENT

### INSURANCE COVERAGE

The Burbank Community YMCA Summer Camp has general liability insurance to cover the camp. The Y is additionally insured for transportation, beach usage, and certain field trips like the San Diego overnight trip. Parents/guardians must write their health care provider and policy number on the Summer Camp Registration Packet when they enroll. Individual camper insurance must be covered by the parent or guardian prior to the start of camp.

### PERSONAL PROPERTY REGULATIONS

Personal property and possessions brought into camp are the responsibility of the owner. This includes any purchases made by a camper on a field trip. If the owner decides to use their property for camp use, he or she does so at his or her own risk. Camp and/or the YMCA is not responsible for damage or replacement of said equipment.

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

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

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

The Burbank Community YMCA has the right to check a camper's belongings at any time if there is reasonable suspicion of items not allowed in camp. These items include, but are not limited to, weapons, drugs, alcohol, and certain toys. In addition, the Burbank Community YMCA has the right to confiscate any items not allowed at camp. These items will either be returned to the parent/guardian or handed over to the police if the item is deemed to be illegal.

### MISSING PERSON PROCEDURES

Should it be determined at any time that a camper is missing from the park, the Child Development Center, or any summer camp site, the following procedures are to be implemented:

1. Stay calm and positive.
2. Search for the camper: It should be established as to where the camper was last seen. Figure out (if possible) the state of mind of the camper. Was he/she depressed or angry, threatening to run away? A camper who does not wish to be found will require a wider and more careful search. The site is to be thoroughly searched as well as the roads and areas surrounding the site. Make sure at least two counselors remain to supervise the rest of the campers. Check with any friends of the camper.
3. If the child is not located within 10 minutes, notify the Camp Associate Director immediately. Include the name of the missing camper, when and where the camper was last seen, and a description of the child: hair, eyes, weight, height, and clothing. The Camp Associate Director will then contact the Summer Camp Director and an extended search will be organized.
4. If the camper is not found in 20 minutes, the camper will be presumed lost. The Summer Camp Director will then institute a public search that will include contacting the Burbank police department, the Burbank Community YMCA's Director of Operations, and the camper's parents.
5. Complete an incident report and any other reports that may be requested.

If the child is missing during a field trip:

1. Contact security immediately.
2. Same steps as above.



## EMERGENCY COMMUNICATIONS

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

Should it be necessary for a parent or guardian to be contacted, a Camp Leader is to contact the parent/guardian or give permission to the counselor handling the incident to notify the parent/guardian. Anytime a parent is contacted, the Specialty Camp Coordinator must be notified as well.

## CAMPERS IN PUBLIC AREAS

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

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





## HUMAN RESOURCES

### STAFF EDUCATION

The Burbank Community YMCA takes great care in selecting the most qualified and caring people. All CDC employees are trained in Adult/Child CPR and First Aid as well as clearance through fingerprinting, criminal records and child abuse background investigation. California law requires a background check on any adult who works in a licensed child care center. (See following page for Caregiver Background Check Process from the California Department of Social Services.)

All of our Summer Camp staff have completed a variety of college courses and field experience working with children ages 4 years through middle school. They are carefully selected according to their talent and commitment to building developmental assets in youth. Participation in professional workshops and trainings are provided regularly to all staff members.

### PRIVATE EMPLOYMENT OF STAFF

The YMCA prohibits parents with children enrolled at the Burbank Community YMCA from hiring staff as personal babysitters or for private employment of any kind. This is also known as the "No Babysitting Rule." This would include staff transporting children to and from the CDC, Brace Canyon Park, and any field trip location. In addition, staff are not allowed to be listed on the parent pick up list.

### RESOLVING CONFLICTS WITH STAFF

Parents who feel they are having a conflict with a member of the Summer Camp staff are encouraged to seek a resolution by first speaking with the staff member directly. If the problem is not resolved in a timely and respectful manner, the parent is encouraged to seek assistance from the Camp Leaders. If the problem is still not resolved, the parent may wish to contact the YMCA Summer Camp & Inclusion Director Rebecca Kelly – Garcia at 818-729-1650 or by email at [rgarcia@burbankymca.org](mailto:rgarcia@burbankymca.org).



## CAREGIVER BACKGROUND CHECK PROCESS

### IMPORTANT INFORMATION FOR PARENTS

#### CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children cannot by law be given an exemption that would allow them to own, live in or work in a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

#### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

#### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>

## JOB TRAINING

Prior to the start of Summer Camp, each counselor/instructor receives training as part of the pre-Summer Camp training set forth by the Burbank Community YMCA. The training includes, but is not limited to, the following topics: day-to-day operations, camper safety standards, transportation safety, aquatic safety, abuse prevention, and workplace safety.

## CAMP SUPERVISION RATIOS

Below are the camper supervision ratios required by the Burbank Community YMCA and the American Camp Association:

Camp	# of Staff	# of Campers (Onsite)	# of Campers (Field Trips)	# of Campers (Swimming)
Journey	1	6	5	4
Voyager	1	8	7	6
Discovery	1	8	7	6
Explorer	1	10	8	6
Adventure	1	10	8	6
Counselor-In-Training	1	12	12	10
Little Riddles	1	8-10	8	6

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

## STAFF AGE REQUIREMENTS

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



## PROGRAM DESIGN AND ACTIVITIES

### PROGRAM EQUIPMENT

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

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

### CAMP EXPERIENCE EVALUATION

Campers, their parents or guardians, and counselors are all encouraged to participate in our annual Summer Camp Satisfaction Surveys. The information gathered from these surveys are helpful in planning and implementing new ideas for upcoming camp sessions as well as improving problem areas. At the completion of camp, you will receive an email from SEER Analytics with a survey attached to the email.

### ENVIRONMENTAL ACTIVITIES

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

The following items may be placed at our recycle wall location:

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

### EMERGENCY INFORMATION

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

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

### SAFETY ORIENTATION

Camp Leaders and/or Instructors will provide a safety orientation before each field trip and camp activity. This orientation will cover the following topics: eligibility requirements for participation, camper/counselor ratios, identification of appropriate protective equipment, safety regulations, and emergency procedures.

## **COMPETENCY DEMONSTRATION**

All campers shall be monitored until competency is demonstrated for any camp activity. This includes activities at field trips. Activities such as swimming, riding on specialized vehicles at field trips, or any activity that requires special equipment shall be monitored by the counselors/ instructors until they feel it is safe for any camper to perform the activity on his/her own.

Campers who are unable to perform an activity without the aid of a counselor/ instructor will not be allowed to participate in the activity unless a counselor is able to monitor the camper.

## **PUBLIC PROVIDER OF SPECIALIZED ACTIVITIES**

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

## **CAMPER SUPERVISION OFF-SITE OR WITH PUBLIC PROVIDERS**

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

## **PARENT INVOLVEMENT**

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

## **BEHAVIOR MANAGEMENT**

We believe that the most effective way to positive behavior is through positive behavior management techniques, and open, two-way communication between teachers/counselors and children.

Teachers/counselors pay special attention to learning environments that prevent common negative behaviors; like providing lots of hands-on learning activities to keep children stimulated and engaged. We create lots of opportunities for children to develop relationships with one another and ensure that daily activities encourage the use of oral and written language.

Teachers/counselors help children understand the consequences of their behavior and guide their choices whenever possible. "If you crash your bike, you will lose your turn. What would you like to do?" We state rules firmly and positively, never harsh or judgmentally.

We expect children to have trouble sharing. They are still learning. We refrain from dwelling on mistakes or accidents and sooth children's disappointments by providing new opportunities to get it right. "You will get another turn with the sand toys after lunch."

Sometimes a child may need some time away from the situation that is causing the difficulty. This time usually lasts no more than a few minutes, but it gives the child an opportunity to regain self-control, and try making a different choice.

If a child is having a difficult time, teachers may:

- Use a variety of supportive verbal communication.
- Redirect or separate the child from the undesirable situation.
- Help the children involved to find a peaceful and comfortable resolution to the problem.
- Affirm positive behavior.

- Make an "I" statement. "I see you throwing blocks. The blocks need to stay on the floor. We do not use "you" statements like "You are a bad boy" because that is a judgment of the child's worth.
  - We never use any form of physical punishment, humiliation or bribery.
- Should a child's behavior escalate, we will ask the parent to meet with us to discuss ways we can work together to help resolve the undesirable behavior and help the child to succeed.

## AQUATICS

### AQUATICS OVERVIEW

Campers will swim at one of two pools: the Burbank Community YMCA pool or the McCambridge pool in Burbank. Campers need to wear appropriate swimwear when swimming with the YMCA. Cut-off shorts or basketball shorts are not allowed at the park pools. Campers need to bring their own swimsuit and towel; there are none available to loan. While swimming, long hair must be tied back. Children may use coast guard approved life vests in the Burbank Community YMCA pool if they wish.

There will be an alternate activity for campers who choose not to swim or who cannot participate in swimming activities for one reason or another.

### SWIM TEST

Campers in Journey and Voyager Camp are never allowed to swim in the deep end of the pool. Campers in Discovery, Explorer, and Adventure camps may swim in the deep end but only after passing a swim test. The swim test is monitored by the swimming pool lifeguards and consists of swimming the width of the pool without stopping to stand. After completing the swim test, campers will be given a neon bracelet to wear, creating a visual for which campers have passed the test. The swim test must be passed every single time a camper goes swimming.

Parents who wish their campers remain in the shallow end of the pool at all times may request this with the Camp Leaders.





## BATHROOM SUPERVISION PROCEDURES

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

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

Counselors stand in the doorway of the bathroom in public buildings, holding the door at least partially open, when supervising bathroom usage. Counselors may position themselves inside the facilities so they can be easily seen by the campers and so they are able to control and prevent any inappropriate activity.

Bathrooms located in the upstairs of the Child Development Center in Room 201 and next to the pantry are for camper's use only. Anyone over the age of 18 must use the bathrooms located in either the front office of the CDC or the kitchen. A designation sign to this effect will be posted on the exterior of the doors notifying all adults.

### **Kindergarten-2<sup>nd</sup> Grade**

CDC: Children will be sent one at a time to use the bathrooms in Room 201 on an as needed basis. Staff are required to keep visual contact with the bathroom by being in Room 201 anytime the bathroom is in use. The time will be noted to make sure the child is not in the bathroom for an extended amount of time. When children are playing outdoors, a counselor will accompany the child to the upstairs bathroom near the pantry, so the counselor is still able to observe the play yard as well as be in close proximity to the child in the bathroom. The counselor will be within audible distance in case of an emergency.

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

### **3<sup>rd</sup>-5<sup>th</sup> Grade**

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

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

### **6<sup>th</sup>-8<sup>th</sup> Grade:**

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

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

## HEALTHY EATING

### NUTRITION

The CDC is committed to supporting you and your family in making healthy nutritional choices. Parents are required to notify the CDC of any allergies or special dietary needs.

Parents are responsible for providing a simple and nutritious morning and afternoon snack as well as a daily lunch. Time does not allow us to heat individual foods. We ask that you provide lunches in bags or lunch boxes marked with your child's name on it. Please refrain from bringing fast foods for your child's breakfast or lunch. Foods from popular restaurants like McDonald's, Burger King and Taco Bell, do not support our mission in building strong kids, strong families, strong communities.

Children are not allowed to consume high sugar snacks while attending the CDC. Please do not send these foods in your child's lunch or backpack. We consider these items to include candy, cakes, cookies, soda, punch, sugar-added juices, gum and especially chocolate. Teachers and counselors who discover these foods at lunch time will be asked to return them home in your child's lunch box with a gentle reminder. Your cooperation will help make mealtimes pleasant as well as nutritious.

Although sugar-free foods may be a necessary alternative for children with diabetes or other food related challenges, we do not recommend it for typical children who are trying to develop a desire for healthier choices. We suggest fruits with natural sugar for those with a propensity for sweets.

The CDC utilizes the YMCA Food & Fun Curriculum to help teach children about making good nutritional choices as well as provide hands-on opportunities in the classroom to prepare and eat healthy foods. If you would like more information or suggestions about providing nutritious meals for your family, please let us know and we would be delighted to provide you with support as well as resources.

The Y has adopted the Healthy Eating and Physical Activity Standards recommended by YMCA of the USA in order to support our mission.





## LUNCH SUGGESTIONS



Whole Grains	
Bagel Bread sticks English muffins Lavash bread Rice cakes Sandwich Cereals Low or no sugar pasta	Baguette Crackers Focaccia Pita bread Rolls Tortillas Pretzels

Protein	
Chicken Tuna Sting cheese Yogurt Hardboiled eggs Cottage cheese	Turkey salad Lean meats Beans

Vegetables	
Beets Green beans Squash Celery sticks Soy beans Spinach Cucumbers Snap peas	Carrots Lettuce Broccoli Green salad Bell peppers Cauliflower Snow peas Zucchini slices

Additions	
Apple butter Honey Tomato sauce Guacamole Sunflower seed butter Ranch dressing Pumpkin butter	Cream cheese Hummus Bean dips Salsa

Fruits	
Apples Asian pears Cherries Grapefruit Melon Nectarines Tangerines Pears	Apricots Bananas Blueberries Kiwi Orange Avocado Strawberries Peaches

Treats (optional)	
Applesauce Fruit bars Baked chips Graham crackers Juice (no sugar added)	Special note from you – example: “have a good day”

## HEALTHY EATING AND PHYSICAL ACTIVITY STANDARDS FOR EARLY CHILDHOOD AND AFTERSCHOOL PROGRAMS

	Early Childhood Program	Afterschool Programs
<i>Program for Parents and Child Care Providers</i>	<ul style="list-style-type: none"> <li>Implement an educational program for parents and childcare providers with physical activity and nutritional information relevant to the health of their children.</li> </ul>	<ul style="list-style-type: none"> <li>Implement an educational program for parents and childcare providers with physical activity and nutritional information relevant to the health of their children.</li> </ul>
<i>Physical Activity</i>	<ul style="list-style-type: none"> <li>Provide opportunities for light, moderate, and vigorous physical activity for at least 15 minutes per hour while children are in care.</li> <li>Play will take place daily outdoors whenever possible.</li> </ul> <p>For infants:</p> <ul style="list-style-type: none"> <li>Provide daily opportunities for infants to move freely under adult supervision to explore their indoor and outdoor environment and optimize adult-infant interactions.</li> <li>Provide daily "tummy time" (time in the prone position) for infants less than 6 months of age.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that children engage in at least 60 minutes of physical activity per day (for full-day programs), including a mixture of moderate and vigorous physical activities that promote bone and muscle strengthening.</li> <li>Play will take place daily outdoors whenever possible.</li> </ul>
<i>Screen Time (television, cell phone, or digital media)</i>	<ul style="list-style-type: none"> <li>Limit screen time, for preschoolers (ages 2-5) to less than 30 minutes per day for children in half-day program or less than 60 minutes per day for those in full-day programs.</li> <li>No screen time for children under 2 years old.</li> </ul>	<ul style="list-style-type: none"> <li>No access to television or movies.</li> <li>Limit digital device time to less than one hour per day. Digital device use is limited to homework or programs that actively engage children in activity.</li> </ul>
<i>Food</i>	<ul style="list-style-type: none"> <li>Serve fruits or vegetables at every meal.</li> <li>Eat meals family-style when possible.</li> <li>No fried foods.</li> </ul>	<ul style="list-style-type: none"> <li>Serve fruits or vegetables at every meal.</li> <li>Serve all meals family style.</li> <li>No fried foods.</li> </ul>
<i>Beverages</i>	<ul style="list-style-type: none"> <li>Offer water at the table during every meal and have water accessible at all times.</li> <li>Serve beverages that do not have added sugars.</li> <li>For children two and older, serve low-fat (1%) or non-fat milk, or 100% fruit juice (no more than one 4-6 oz. serving per day.)</li> </ul>	<ul style="list-style-type: none"> <li>Offer water at the table during every meal and have water accessible at all times.</li> <li>Serve beverages that do not have added sugars.</li> <li>Serve healthier beverages, including water, low-fat (1%) or non-fat milk, or 100% fruit juice (no more than one 6-8 oz. serving per day.)</li> </ul>
<i>Infant Feeding</i>	<ul style="list-style-type: none"> <li>Adults who work with infants and their families should promote and support exclusive breastfeeding for six months and continuation of breastfeeding in conjunction with complementary foods for 1 year or more.</li> </ul>	

These standards, when implemented fully throughout the Y, will be the basis on which the Y's commitment to being one of the largest and healthiest providers of early childhood education and afterschool programming in the nation is recognized.

These standards have been expanded and revised as of 11/30/2011 to align with the Commitment that was made to First Lady Michelle Obama and the Partnership for a Healthier America. The difference between these standards and previous versions are relatively small. Previous versions of the Y's Healthy Eating and Physical Activity (HEPA) Standards for After-School Programs have been augmented by adding parallel Early Childhood Education HEPA Standards, and new standards related to parent education and sugar-sweetened beverages.

## **SAFETY**

### **EMERGENCY PREPAREDNESS**

The Burbank Community YMCA Summer Camp program is prepared to respond in the event of an emergency or major disaster while campers are in attendance at camp. The counselors have been trained to respond to fire, lock-down, and earthquake and have specific assignments in the event of an emergency. We hold fire drills with the campers every month and conduct disaster and or lock down drills twice a year. We have purchased provisions to supervise and care for your campers for up to 72 hours after a major disaster. Provisions include water, food, first aid, blankets, toileting needs, search and rescue equipment, temporary shelter and individualized student kits with food and family photo for reassurance. Our evacuation route is posted in every classroom. Should the YMCA or any of our camp sites become unsafe, we have two alternate evacuation sites:

Burbank First United Methodist Church  
700 N. Glenoaks Blvd, Burbank, CA 91502  
(818) 845-1531

Burbank High School  
902 N. Third St, Burbank, CA 91502  
(818) 558-4700

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

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

The YMCA out-of-state contact phone number is (800) 872-9622.

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

### **YOUTH PROTECTION STATEMENT**

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

### **CHILD ABUSE PREVENTION AND REPORTING**

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

### **CHILD ABUSE HOTLINE**

To report child abuse in Los Angeles County, California, contact the Child Protection Hotline 24 hours a day, 7 days a week. Call (800) 540-4000.

## PARENT RESOURCES



*National Association for the Education of Young Children*  
phone (866) NAEYC – 4U  
[www.naeyc.org](http://www.naeyc.org)



*Community Care Licensing*  
*California Department of Social Services*  
phone (323) 981-3350  
[www.cclcd.ca.gov](http://www.cclcd.ca.gov)



phone (818) 845-7671  
[www.familyservicesofburbank.org](http://www.familyservicesofburbank.org)  
Psychological Services



phone (818) 729-4400  
[www.burbank.k12.ca.us](http://www.burbank.k12.ca.us)



phone (213) 383-1300  
[www.lanterman.org](http://www.lanterman.org)  
Special Needs Services



YMCA of the USA  
phone (800) 872-9622  
[www.ymca.net](http://www.ymca.net)



phone (818) 841-8010  
[www.kidsclinic.org](http://www.kidsclinic.org)



Child Protective Services  
800-540-4000



American Camp Association  
[www.acacamps.org](http://www.acacamps.org)

