



YMCA

We build strong kids,
strong families, strong communities.

YMCA CAMP PHOENIX

SUMMER

2009

HAND BOOK

Where to Find What !!

Page 3	Welcome	Page 9	2009 Calendar Attendance Food/Allergies Special Events
Page 4	Camp Phoenix Mission YMCA Mission Objectives Goals Non-Discrimination	Page 10	Daily Schedule Arrival Sign out/Dismissal Late Pick-up Policy
Page 5	Citizenship Code of Conduct Personal Appearance	Page 11	Insect/Sunscreen Policy Restroom Policy Computer Room Policy Search Policy Loitering & Trespassing
Page 6	Reward System Disciplinary Policy	Page 12	Transportation Bus Rules Guests Camp Staff
Page 7	FYI Form Removal from Program Complaints	Page 13	Camper Medication Communicable Diseases
Page 8	Registration Payment of Fees Financial Scholarships > Partners with Youth Campaign > Strong Kids Campaign VIP Program Refund Policy	Page 14	Camp Closures Emergency Procedures Lost & Found



YMCA

We build strong kids,
strong families, strong communities.

Dear Camp Phoenix Families,

Welcome to another fantastic summer with us. We are super excited to have your child/ren participate as we celebrate our 10th year. Yep – 10 years – WOW. We think we have the coolest camp in the Metro-Detroit area.

Every year Camp Phoenix improves and this year is no different. We are offering our camp in TWO locations in Pontiac and this means we can have more campers!!!

We have also worked through the winter to change some of our special events so we are pleased to say we have some pretty exciting and NEW activities. I won't say any more because that would ruin the surprises.

Another new addition to our camp is our VIP program. VIP stands for very important parent and we truly believe that. We need our parents to be more involved in making our camp the best it can possibly be so look for more news about VIP!!

Thanks for sending your child/ren to Camp Phoenix. We love each and every camper we have.

See you at Camp ~

Lisa

Lisa Senac, Camp Phoenix Director

YMCA Mission Statement

To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all.

Camp Phoenix Mission

Camp Phoenix strengthens the bond between families and learning through individualized attention, exciting hands-on activities which embrace all styles of learning, and by providing positive life experiences in a non-exclusive, caring, multicultural atmosphere.

Objectives:

1. Encourage personal growth
2. Build academic strength
3. Develop interpersonal skills
4. Improve personal and family relationships
5. Become better leaders and supporters
6. Appreciate diversity
7. Have fun

Our Goals are to:

1. Present every family with a new, **positive** outlook on learning and the educational system.
2. Provide a **unique** program that incorporates learning through exciting hands on activities which embrace all styles of learning.
3. **Partner** with other schools, universities, organizations, communities and businesses to build strong community relations and support networks for our camp and its' staff, campers and families.
4. **Empower** parents to better **communicate** with schools, teachers, students and other parents.
5. Conduct, continuous, **long-term research** on camp attendees.
6. **Serve all** persons equally regardless of culture, ability and/or handicaps.
7. Maintain at least **90% retention** rate throughout camp.
8. Continue to increase the number of campers each year while maintaining a **10:1 camper/staff ratio**.
9. **Inspire** children to learn about and appreciate different lifestyles.
10. Provide parents/caregivers with activities they can do with their children to enhance skills and encourage their children to **view themselves as learners**.
11. Minimize summer loss and **strengthen** academic foundation skills.

Non-Discrimination

YMCA Camp Phoenix does not discriminate on the basis of race, color, national origin, religion, height, weight, familial status, sex, age or disability in its programs and activities. No student will be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity conducted by YMCA Camp Phoenix.

Citizenship

Our effort in formulating rules and policies is not simply to emphasize potential disciplinary concerns but to enhance the positive character of a student. A good citizen is one who:

- Maintains the idea that being a camper is an earned privilege.
- Respects themselves, fellow campers, staff and school facilities.
- Carries out the policy of the camp and assists in making the camp atmosphere a place in which all campers desire to attend.
- Influences others to be their best.
- Enhances the camp spirit of pride, integrity, loyalty, productivity and achievement.
- Contributes positively to their community.

Code of Conduct

YMCA Camp Phoenix and the Pontiac School District have high behavioral expectations for all campers. Every camper has the responsibility to act in a safe, responsible manner by acting like this:

- They come to camp on time.
- They follow the bus rules.
- They obey adult directions the first time they are given.
- They use camp materials for the intended purpose.
- They use proper language at all times.
- They take pride in how their camp looks.
- They respect other people's feelings and space.
- They keep their hands and feet to themselves.
- They promote their camp/school as a drug free zone.

Personal Appearance

Parent have the responsibility of making sure that the dress of their child does not violate standards of health, safety or morality and that it does not interfere with camp activities. A verbal warning will be given. If camp administration feels that the situation cannot be remedied, the camper will be dismissed. Absolutely no gang attire/style will be tolerated. Campers should come dressed in cool comfortable summer attire. All campers are expected to wear non-revealing clothing. Acceptable clothing includes:

Shirts must be worn at all times and cover the mid drift. No tube tops

Shorts, Capri, Slacks should be worn around the waistline; not below the hips.

Shorts should have a four-inch seam.

Skirts should be mid thigh in length.

Shoes must be worn at all times. Sneakers are preferred.

Nametags must be worn and visible at all times.

Hats and sunglasses are not permitted in the classroom.

Reward System

By demonstrating appropriate behavior each camper will earn points. Points will be placed on their personal nametag. Nametags must be worn every day. Campers can earn their daily stamp of excellence based on their behavior. A camper will receive a stamp of excellence in their square as long as an "X" with initials is not present. Behaviors that are expected and earn points are:

- Listening to instructions well.
- Being kind to others/ Having a positive attitude
- Cleaning between activities.
- Helping teachers, field students and volunteers.
- Following the rules.

At the end of two weeks campers can either cash in or save their stamps. When they "cash in" they can choose from a variety of prizes based on the number of stamps they have earned. We try to make these prizes awesome and exciting.

Discipline Policy

It is the goal of the YMCA to provide a positive, healthy, safe and secure environment for all camp participants. The YMCA teaches the core values of caring, honesty, respect, and responsibility.

Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting. Ground rules are built around respect for self, others and YMCA property. An FYI form will be sent home so parents are aware of behavior problems before a conference will be requested with the parents. If behavior continues, a conference will be requested with the parents. At this time the camp director, parents and camper will work together to determine the appropriate actions. If the inappropriate behavior continues, the YMCA reserves the right to suspend the child from the program.

Negative behaviors will be noted on the back of all nametags. The daily discipline procedure is as follows:

- If a camper is misbehaving one slash will be made next to the date "/".
- If a camper misbehaves a second time a second slash will be made "X"
- If a camper misbehaves a third time the staff will initial the "X"
- The camper is unable to earn points for that day but is able to stay at camp.
- If a camper misbehaves after the third time ("X" with initials), will be taken to the camp office to meet with the camp director. Parents may be notified.

FYI FORM

The FYI form is designed to give parents a written report of an injury or incident that happened to a camper. The information will include a brief and general description of what occurred, and will require a parent/guardian signature.

Removal from the Program

Our intent is to work as a team with the parents or guardians for the best care plan for your child. A teamwork approach is the only way to correct repeated inappropriate behavior. Your patience, support and follow through are not only appreciated, but also necessary. Expulsion from the program will be considered only in extreme situations.

The YMCA reserves the right to remove a child from our program for any of the following reasons:

- The child's needs are not being met in our small or large group setting.
- The child is a safety threat to himself/herself, other children, YMCA staff members, or volunteers. This includes behavior such as fighting, striking others, biting and wandering away from the program.
- Using profanity, vulgarity, or obscenity frequently.
- Acting in a lewd manner.
- Possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives
- Continued disregard for camp rules
- Vandalism
- Extortion

Complaints

Any issue or complaints need to be presented to the camp director. If after meeting with the camp director, the complainant is not satisfied with the outcome of the discussed issue, the complainant has the right to submit in writing their issue and direct that correspondence to:

YMCA ~ Metropolitan Youth Collaborative
Latitia McCree, Executive Director
10900 Harper Ave.
Detroit, MI 48213

313-267-5300 x355
lmccree@ymcametrodetroit.org

Registration

- Camp Phoenix priority registers returning campers.
- Teacher referrals are required.
- All registrations are on a first come / first serve basis.
- Registration must be **complete** for admission.
- For more information, please see the registration form in this packet.
- Last day to pre-register is May 30th.

Payment of Fees

Payment in full is due at the time of registration. Financial scholarships are available. If you are unable to pay the fee at once, parents will be able to pay weekly or bi-weekly as arranged at the time of registration. Children will be dropped from camp roster if payment is not made as agreed upon. Payments can be made by check, cash or money order. There will be a \$25.00 fee for returned checks. Checks / money orders are payable to **YMCA METRO YOUTH COLLABORATIVE**.

Financial Scholarships

For program assistance, please fill out and return the scholarship application and all necessary paper work at registration. Financial scholarships are awarded during registration based on need. Camp Phoenix uses contributed funds from donors and other agencies to ensure that no child is ever turned away from a YMCA program because of inability to pay.

Strong Kids Campaign

Each year the YMCA staff and volunteers come together and raise money to provide scholarship assistance for children and families in need. This campaign enriches the YMCA's ability to reach out and help those in our communities who need it most. Financial assistance helps to ensure that everyone has an opportunity to participate at the YMCA.

***** To receive these funds, families MUST be willing to participate in our camp's VIPs (Very Important Parents) program. You will be asked to attend specific activities, as well as communicate often with the camp staff through email, telephone or written notes home.***

VIP (Very Important Parents) Program

Camp Phoenix will be hosting several VIP events. These events are designed to help our VIP and increase their participation in our camp. VIP participation is mandatory if you are receiving scholarship assistance.

Refund Policy

Refunds will be given for serious medical reasons only. All cancellations must be given in writing to the director two weeks before the start of the session. No refunds will be given with less than two-week notice.

Calendar for Summer 2009

Pre-camp set-up (staff/teachers)	Week of 6/20
Mandatory Parent Orientation **	Week of 6/20
Camp Phoenix	Week of 6/29 (no camp July 3 rd)
	Week of 7/6
	Week of 7/13
	Week of 7/20
	Week of 7/27
	Week of 8/7
Post Camp clean out (staff/teachers)	Week of 8/10

***** Parents must attend the mandatory orientation at camp. This will be filled with great information and will strengthen our connection to our fabulous families. Look for more details!***

A calendar will come home the first week of camp detailing all our special events and activities (open house & closing ceremonies). Also look for additional notes with calendar additions or changes!

Attendance

Daily attendance and prompt arrival is the responsibility of parents and campers. Parents must call or send a note to the camp office to report a reason for their child's absence. Failure to report an absence results in an unexcused absence. If a camper has 3 unexcused absences, their enrollment will be terminated. No refunds will be made. A child's spot will be filled from the waiting list. Excused absences will be reviewed by the director and dealt with on an individual basis. Multiple excused absences may be grounds for removal from Camp.

Food/Allergies

Morning snacks will be provided. Morning break will occur during the second period. ***Parents are responsible for alerting child's homeroom teacher to any/all food allergies.*** The camper's nametag will note all food allergies. Lunches will be provided by the City of Pontiac. Again, we ask campers to be responsible for avoiding foods they are allergic to. If Campers want to bring their lunch, we ask that they bring it in a clearly labeled disposable bag. We cannot refrigerate any lunches.

Special Events

All Special Events are a privilege. There will be at least one special event per week. A list of events will be sent home the first week. All special event release forms must be signed prior to camp. If YMCA Camp Phoenix has a field trip, and a parent wishes not to have their camper participate, the camper should not attend YMCA Camp Phoenix that day.

Daily Camp Schedule

The camper's day runs from 9:00 a.m. to 3:00 p.m., Monday through Friday. Schedule of events and holidays will be given out on the first day of camp.

Arrival

Campers are expected to arrive between 8:50 and 9:00 a.m. Parents should enter through the front of the building. If your child is arriving late please take your child down to the camp office. Repeated late arrivals may be cause for the dismissal from camp.

Camp Sign Out/Dismissal

Campers should be picked up promptly upon the conclusion of the camp day at 3:00 p.m. Please sign your child out and have your picture I.D. ready to be checked. Without a picture I.D., we will not be able to release your child. Adults not listed on the registration form, not authorized in writing by a parent, or without proper identification will not be permitted to remove a child from any YMCA day camp. Another designated adult may be added by notifying the camp director in writing at least one day before authorization is to be given for that campers release to that adult. It will be the parent's responsibility to inform all adults of the picture identification requirement.

Points to remember:

- Bring a picture ID to sign out your child.
- This ID must be a driver's license or state ID.
- Work badges and YMCA membership cards will not be accepted.
- Your ID must be shown every time a camper is to be released –no matter how familiar the teachers become with parents.
- Other designated adults authorized to pick up your child must be added to the release list

Late Pick-up Policy

If your child is not riding the bus all parents/guardians are required to call ahead if they know or suspect that they will be late in picking up their child. This allows the staff to prepare the child for their late arrival and to ensure that staff is available to supervise the child until the parent arrives. If Camp Phoenix is not notified by 3:30pm the child/ren will be taken to Camp Phoenix after care Program where parents will pay a fee per child. If for any reason Camp Phoenix after care Program is not in service, the child/ren will be taken to the Pontiac Police Department located at: 110 East Pike, Pontiac, MI.

Insect and Sunscreen Policy

Sunscreen and or bug repellent should be applied to your child in the morning, prior to his/her arrival to camp. Our counselors will ensure that the children have proper sunscreen protection. However, they may not apply such lotion to children over the age of six years. Seven years and up will be applied by the camper with the help of a buddy and supervised by staff. It is the parent's responsibility to supply their child with sunscreen and insect repellent.

Restroom Policy

Campers must have a bathroom pass to use the bathroom at a time other than when the teacher takes the class. In addition to the pass we use the buddy system – having 2 campers go to the bathroom with one standing outside while the other uses the facility. Our staff does monitor the bathrooms during the day.

Computer Room Policy

Computer room rules will be discussed in camp and sent home the first week. Since the equipment is very fragile and expensive, we have NO tolerance for misuse. If campers abuse their computer time in any way, they may be removed from the computer room and possibly dismissed from the camp.

Search Policy

A camp counselor must have reasonable suspicion to believe a student is engaging in unlawful activity before a search of any kind is made. Camp staff have the right to request that students make known the contents of book bags, desks, lockers and clothing once the determination is made. It is the parent's responsibility to make certain that only camp related items are brought to camp

Loitering and Trespassing

All visitors must report to the camp director's office and state the purpose of their visit. While parents and family are always welcome, it is necessary to identify all visitors in the office for safety reasons.

If a camp administrator finds a person to be causing a disturbance or division of any kind on camp premises, then such person must leave camp premises and do so immediately upon staff request.

Campers who are suspended or excluded from camp programs are not at liberty to be on campgrounds. Suspended or excluded students, who are found on campgrounds, will be subject to additional disciplinary and possible court action. It is the parent's responsibility to make sure their child is not on campgrounds when suspended or excluded for any reason without prior consent of the camp administrator.

Transportation

Transportation will be provided through the YMCA and First Student. Buses will pick children up and drop them off at designated stops. You will be notified of your stop one-week prior to camp. Children will also ride the bus for field trips.

Bus Rules

All Campers will:

- Get on the bus after the doors open
- Stay in their seats until the bus stops
- Use soft voices
- Keep their hands and feet inside the bus and to themselves
- Respect the rights of others
- Get on and off the bus at their scheduled stop

All Campers will not:

- Put anything out the window
- Eat or drink on the bus
- Use tobacco alcohol or drugs

Guests

A camper may ask for 2 guest passes during camp. Guest passes (including a registration packet) must be filled out by a parent and authorized by the camper's homeroom teacher. Guest passes must be turned in at least **2 school days before the guest attends**. No guest passes will be approved for field trip or special event days. If a camper arrives at camp with a guest who has not been authorized then we will send the camper and guest home. If no one can be reached, the children will be taken to the Pontiac Police Department located at 110 East Pike, Pontiac.

Camp Staff

Our camp staff is chosen carefully for maturity, understanding of children and position, work experience, and over all personal integrity. All members are either certified teachers or have more than 90 credits toward their degree and have undergone police background checks, drug screening & completed the YMCA Child Safe training.

We partner with several local, accredited educational institutions to have teaching interns working their field placements. These teachers in training are supervised by our head teachers as well as their university counterparts. This collaboration brings lots of energy and new ideas into our camp program.

We also partner with local non-profit groups to secure camp volunteers to assist with a variety of needs. All these volunteers sign in and undergo the YMCA's Child Safe training.

Camper Medication

All YMCA's are required to receive, in writing parental authorization to dispense prescribed medicine to campers. This is our Medicine Dispense Form found in the registration packet. A "Medication Dispense Form" must be filled out prior to medicine being dispensed to children.

Parents must give medication to the camp director or office manager at the camp's front office in a prescription bottle with pharmacy directions. The bottle must contain the dosage for the week.

Medications will be stored safely at the camp's front office and returned each week at check out.

The YMCA is not permitted to dispense non-prescribed medicine such as Tylenol, cough medicine, aspirin and other over the counter medication.

Children needing inhalant for asthma allergies MUST include this information on the Medicine Dispense Form.

Communicable Disease

If a child has the following signs or symptoms of illness, he/she shall be immediately isolated and discharged to his/her parent/guardian:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Temperature of one hundred degrees Fahrenheit, taken by the auxiliary method, with a combination of any other sign of illness
- Untreated infected skin patches or lice
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Sore throat or difficulty swallowing
- Vomiting
- Evidence of lice, scabies or other parasitic infestation
- Pink or runny eyes
- Severe stomach or head pain

The child will be separated from the group and the parents will be called immediately and asked to promptly pick up their child. An ill child will be isolated and will be supervised by an adult until picked up. If the child has a communicable disease, a return note from the physician may be requested. Upon departure from the camp, parents/guardians will be notified verbally or by a written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

Camp Closures (Early or All Day)

If YMCA Camp Phoenix experiences an emergency, (i.e. **excessive heat**, loss of power, water, and severe weather) and needs to close camp, parents will be called to immediately pick up their child. If no one is available, the camp director will post signs in the windows as to where the campers are and leave a detailed message on the camp voice mail. Camp staff will remain with campers until all campers are dismissed to family.

If Camp Phoenix experiences an emergency and needs to close camp before the start of the day, parents will be called. We will notify the bus company and busses will NOT run. Signs will be posted on site.

Emergency Procedures

In the event of an emergency the following procedures will be followed and emergency steps are posted in all classrooms and reviewed by the homeroom teachers.

- **Fire:** 1 long blast on the fire bell - Campers should exit through the appropriate doors away from the building and gather where their teacher instructs them.
- **Tornado:** 5 short blasts on the bell – Campers should take cover in the boys and girls bathrooms closest to their classroom or hallways without windows.
- **Lockdown:** 3 short blasts of the Bell followed by 1 long blast - All building doors will be locked. Campers will remain in their rooms with the teaching staff. The campers will be safely positioned within the room. Local authorities will be immediately notified. Once the local authorities give us the “all safe” we will continue our day as scheduled. If we are told to close for the day, we will follow our closure procedures noted above.

Lost and Found

There will be a lost and found box. Lost and found items will be kept for two weeks and then donated to charity. To help cut down on lost items please label everything you send to camp.