



YMCA Camp Coffman

Day Camp Family Guide

If you ever need to reach the Day Camp staff, call the Camp Director, Jennifer Cooper, directly at 814-670-0594.

YMCA Mission

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

What to bring to camp:

Campers should bring the following items on a daily basis:

1. Backpack
2. Swim suit
3. Towel
4. Water shoes (or old sneakers for walking through the creek)*
5. Sneakers (NO flip flops)
6. Water bottle (Label with child's name)
7. Sunscreen (Label with child's name)
8. Bug Spray (Label with child's name)

*Water shoes or old sneakers **MUST** be worn when walking through the creek. Campers are not permitted to enter the creek barefoot.

What NOT to bring to camp:

1. Cell Phones, iPods, Tablets, Kindles, iPads
2. Valuables
3. Video Games
4. Money

Extended Care Hours for Day camp

Day Camp is between the hours of 6AM and 6PM. There are no longer extra fees for extra hours.

A counselor will only be available for before care from 6:00-7:00AM if it is requested. Extended care is not offered at the Camp Coffman location. Children must be picked up by 3:30 at camp. Extended care is only available at the Oil City YMCA, Oil City YMCA Child Care Center & Clarion County YMCA. The centers close at 6:00pm and you will be charged \$1 per minute after 6:00pm per child.

Pick -Up/Drop Off Procedures

Drop off time is between 7:00 and 8:00 am if you need care before this time we will have a counselor arrive any time after 6:00 am but it needs to be requested. If you are dropping your child off at Camp, hours available are from 7:30-3:30 only. If you arrive at 8:01 or later, **your child is not guaranteed a ride to camp!** We will arrive back from Camp Coffman at 4:00.

- When a child arrives, parents **MUST** sign in with a staff member
- An **ADULT** must bring the child into the building upon arrival and also enter the building to sign the child out at the end of the day.
- Children should **NEVER** be dropped off outside the building and left to go inside without an adult.

Your child will only be released to the persons designated on the escort sheet. Be sure that all designated people, including parents, are prepared to show ID upon request.

ONLY Authorized Individuals May Pick Up Children

For your protection, only persons authorized on the escort sheet is to pick up your child. Of someone other than those persons authorized on the escort sheet is to pick up your child, please notify the camp counselor or director. In an emergency, you may call the director to authorize an oral release designation. We will call you back at a home or work number listed on file to confirm.

Delay Release of Children

The day camp staff reserves the right to delay the release of a child to a parent or another adult if they have reasonable cause to believe the adult is impaired by alcohol or drugs, or is any way incapable of assuming responsibility for the child.

Payments

It is essential that the arrangements of the financial agreement be followed and payment made on time. Failure to pay will result in a camper being denied enrollment. Payments must be accompanied by the Camp Payment Slip.

Financial Agreement

The Financial Agreement is to ensure that your child is being credited for the correct week(s) and that the money is being designated where you want it to go. This **MUST** accompany all payments.

Items on a Financial Agreement:

- Camper Name
 - ❖ List child's name
- Session
 - ❖ Which week are you paying for?
- Circle days attending: 3 days or 5 days
 - ❖ If 3 days, mark the days attending.
- \$30 Day Camp Registration Paid
- Field Trip
 - ❖ Field Trip added cost
- CCIS Co-Payment
 - ❖ If you receive CCIS and have a co-payment, list it here when paying.

Scholarships and other Financial Aid

ELRC – Early Learning Resource Center: Contact 814-518-5226 for more information. If you qualify for ELRC, they will fund your child's enrollment fees all or in part depending on your application through them.

OEO - We have received a grant from the Office of Economic Opportunity for low-income families to send their child(ren) to camp at no cost to the family. This is only available for families residing in Venango County. Please contact the Camp Director for more information.

YMCA Scholarship - If your family does not qualify for an OEO scholarship, you may apply for a scholarship through the Oil City YMCA or Clarion County YMCA. Scholarship applications are available at the front desk and take at least 2 weeks to process. Please note that a YMCA scholarship for camp will not exceed more than 50% of the weekly enrollment costs.

Physicals (Child Health Report)

The parent/guardian is responsible for obtaining a physical from the child's doctor before attending Day Camp. Admission into the Day Camp Program may be denied if this is not completed. (Contact Camp Director) if you are unable to get a physical completed before camp starts.

Illnesses

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

- Temperature of 101 degrees, when in combination with any other signs of illness.
- Diarrhea (3 times)
- Untreated infected skin patches (rash)
- Vomiting (once)
- Evidence of lice, scabies, or other parasitic infestation
- Communicable and contagious diseases such as chicken pox, measles, mumps, pink eye, etc.

Emergency Procedures

In case of a severe emergency or accident, we will:

- Administer First Aid/CPR
- Call emergency medical transportation or transport to nearest hospital.
- Contact parents
- Contact YMCA

Nutrition

We will serve breakfast and lunch daily, EXCEPT on field trip Fridays. Lunches must be provided by the parent/guardian on field trips unless otherwise specified.

Discipline Policy

Explanation and re-direction is the standard method of discipline.

There will be a three strike system.

- Strike 1 - warning
- Strike 2 - time out
- Strike 3 - time out (at counselor's discretion), talk with Camp Director, and a phone call home to parent/guardian.
- If problem persists, the child will be removed from our program.

Removal from Program

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

- Failure of a parent or guardian to pay camp fees
- The child is a threat to themselves, other children, or the staff.
 - ❖ This includes behaviors such as fighting, striking others, and wandering away from the program.

In the event of repeated inappropriate behavior by a child, the following actions will be taken:

- Parents will be notified immediately
- Possible removal from the program

Our intent is to work together with the parent or guardian for the best care for each child. Working together as a team is a necessary step to correct repeated inappropriate behavior. Your patience, support, and follow-through are not only appreciated, but necessary.

Photography

Photographs of the children participating in our program may be taken and may appear in newspapers, magazines, brochures, our website Facebook, or other publicity material. Your permission for photographs including your child to be used without compensation is a part of this agreement unless otherwise stated.

Horses

Horse Camp will be held every day throughout the week (weather permitting). Sneakers/boots are required. Children will be unable to participate if the proper footwear is not worn. Helmets are available and **MUST** be worn.

Field Trips

Field Trips are considered an important part of the educational program and will be taken every Friday. There will be an added cost for six of the trips this year and is noted on the financial agreement. The added cost is to cover the cost of the venue and to help defer the cost of renting a larger bus for the day. Spending money is optional and we ask that you put your camper's money in an envelope with their name on it and give it to one of the counselors to hold onto for them. A brown bag packed lunch is required for all field trip days unless otherwise noted on the schedules. There is no added cost for smaller trips, but a packed lunch is necessary.

Don't forget to like us on Facebook @

CAMP COFFMAN DAY CAMP to view pictures of your children's day and for helpful reminders.

Oil City YMCA Younger Days

316 West First St. Oil City, PA 16301

P 814-670-0594 F 814-670-0691

