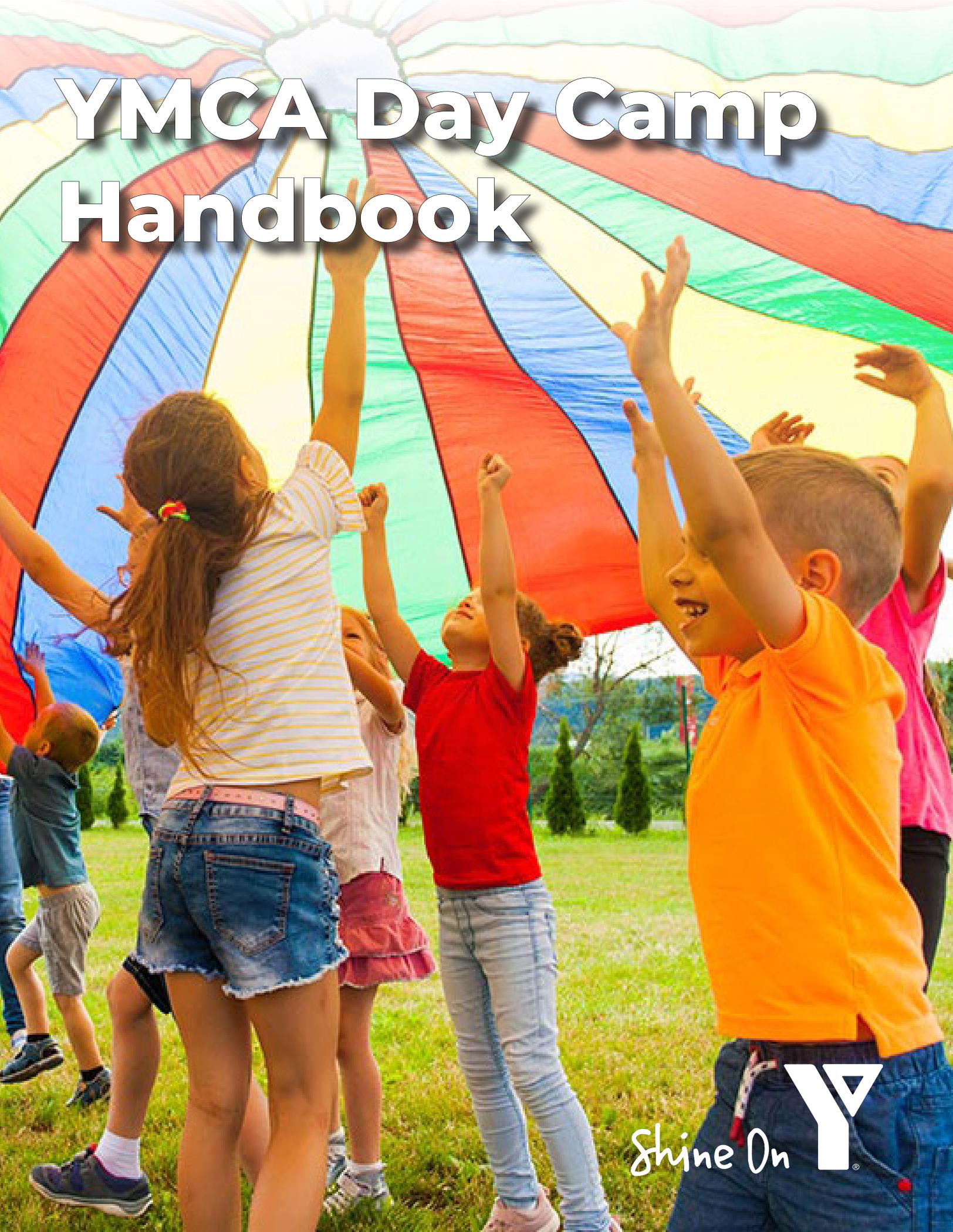


# YMCA Day Camp Handbook



# Inspiring Potential In Everyone

In this Handbook, you will find everything you need to know about being a YMCA Camper and a YMCA Parent or Guardian. Whether it's your first time at Day Camp, or you are an experienced YMCA camp family, we would like you to take the time to read about our programs and policies. The YMCA of Regina is committed to providing the best possible camp experience for your children. This handbook will help familiarize you with the important frameworks and policies used at the YMCA.

At the YMCA, we believe in the limitless potential of every young person. As a leader in child development, the YMCA understands the positive impact that social and recreational experiences, physical activity, and positive environments can have on the growth and development of children.

YMCA Summer Camps provide participants between the ages of 4–14 years a structured day of activities that can include loads of physical activity, outdoor games, swimming, brain builders, crafts and more. Our camps center on purposeful programming with opportunities to be active, build friendships, learn new skills, engage imaginations, and have fun.

We hope this handbook will serve to answer many of your questions. If you are unsure about any aspect related to YMCA camps, please feel free to reach out.

We are looking forward to having your child join us this summer!

## *Regina Day Camps*

### **Sonya Musleh**

Director of Regina Family & Youth Programs  
(306) 757-9622 ext. 336  
sonya.musleh@regina.ymca.ca

## *Moose Jaw Day Camps*

### **Stephanie Ramsey**

Director of Moose Jaw School-Based Programs  
(306) 630-9720  
stephanie.ramsey@mjymca.ca

## **Front Desk/Membership Services**

(306) 757-9622  
info@regina.ymca.ca

[www.regina.ymca.ca](http://www.regina.ymca.ca)



# The YMCA Camp Difference

*Our Values Based Approach*



Focusing on shared values allows us to better define the YMCA Day Camp culture and promote healthy interactions and behaviour. The values we try to instill at the YMCA, through character development are the five “Core Values”:

- **Respect**
- **Well-Being**
- **Kindness**
- **Integrity**
- **Inclusiveness**

## *Value Bead Program*

The YMCA Value Bead Program puts the core values into action using beads as a symbol of character and personal achievement. They are an important form of recognition at camp that promotes positive behaviour and worn as a reminder of what we value as a YMCA camp community. Beads are awarded to individuals (*Campers and Counselors*) for demonstrating YMCA Core Values and achievement in special program areas. As campers and Counselors acquire beads, they give the opportunity to develop a sense of excellence, friendship, leadership, and personal mastery in a values-based, supportive environment.

**Respect** - We treat everyone with dignity.

**Well-Being** - We nurture people’s physical, social, and mental health.

**Kindness** - We are caring and compassionate, creating safe places for all.

**Integrity** - We are trustful, trustworthy, and take responsibility for our choices, actions, and commitments.

**Inclusiveness** - We create centres of community where everyone feels they belong.

# YMCA Practices to Support Camper Safety & Well-Being

## *Sing In and Out - Identification Required*

Parents escort campers to and from a YMCA Camp designated location and sign them in and out on a camp roster. Only individuals 16+ listed as authorized pick-ups or emergency contacts during the registration process will be permitted to sign campers out. **Parents, guardians, or other authorized individuals will be asked to present valid government issued photo identification upon sign in and out.**

## *Duty to Report*

A report must be made immediately if a child is, or appears to be, suffering from abuse, neglect, or is at risk of harm. The YMCA supports its staff in their Duty to Report responsibility. The YMCA does not investigate these reports; we cooperate fully with Child Protective Services (CPS) investigations.

## *Our Day Camp Staff*

YMCA Day Camps are developed, administered, and supervised by full-time YMCA staff. Camp Staff are recruited from educational and health studies fields and are selected for their maturity, experience, and skills with children. Staff selection includes a thorough background check and current Police Information Check. YMCA staff receive a comprehensive, multi-day training that includes YMCA Child Safeguarding, Standard First Aid & CPR, YMCA Healthy Child Development, and emergency procedures.

## *Medication*

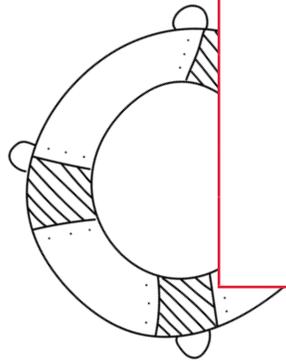
Camp staff are authorized to help administer prescription medications to campers. For safety reasons, a medication form must be completed by parents, which authorizes staff to administer medication to your child. Medication must be sent to camp in the original container, clearly labeled with the camper's name, date, name of drug, instructions for storage and administration.



## Water Safety

Day Camp staff facilitate activities in the pool and swim with campers while YMCA lifeguards supervise the aquatic environment. Campers able to demonstrate comfort in the water and complete the facility swim test may swim independently. Life jackets will be provided to all campers who are not able to successfully complete the swim test, are five years of age, and to those who would feel more comfortable in the water wearing a PFD. Swimming is a daily or weekly activity at YMCA Summer Camps. During the registration process, we gather information about campers' swim level / ability. If your child has recently participated in YMCA Swim lessons, please refer to their most recent report card. If your child has recently participated in Red Cross or Lifesaving Society swim lessons, refer to the conversion chart below.

	<b>Red Cross</b>	<b>Lifesaving Society</b>	<b>YMCA</b>
<b>6+ Years</b>	Swim Kids 1	Swimmer 1	Otter
	Swim Kids 1	Swimmer 1	Seal
	Swim Kids 2/3	Swimmer 2	Dolphin
	Swim Kids 4/5	Swimmer 3	Swimmer
	Swim Kids 6/7	Swimmer 4	STAR 1
	Swim Kids 8	Swimmer 5	STAR 2
	Swim Kids 9	Swimmer 6	STAR 3
	Swim Kids 9 (400m swim)	Rookie	STAR 4
	Swim Kids 10	Ranger	STAR 5
	Swim Kids 10 (500m swim)	Star	STAR 6



# Code of Conduct

Our goal is for each camper to have a positive and memorable camp experience within a camp community that prides itself on respect, inclusiveness, and integrity. To achieve this, parents/guardians and campers must recognize a personal responsibility to learn, understand, and comply with all behaviour guidelines and to interact appropriately with their fellow campers, staff, and volunteers.

## *Behaviour Expectations*

All Campers:

- Are responsible for their actions, choices, and words;
- Will comply with safety instructions and remain in activity areas designated by staff;
- Will participate in all aspects of camp programming including activities of learning, play, value sharing, and community engagement;
- Will behave in ways consistent with a values-based camp culture that aids in the development of positive relationships

## *Behavioural Guidance*

The safety of every camper is our highest priority. We expect all campers to follow the YMCA behaviour guidelines, and to interact in a positive and appropriate manner with their fellow campers, staff, and other members of the YMCA Day Camp community.

YMCA Day Camp staff use a positive, values-based approach to encourage and reinforce positive behaviours, set boundaries and outline appropriate behaviours, offer acceptable choices, and provide guidance and support in response to inappropriate behaviours.

## *Camp Parent/Guardian Support*

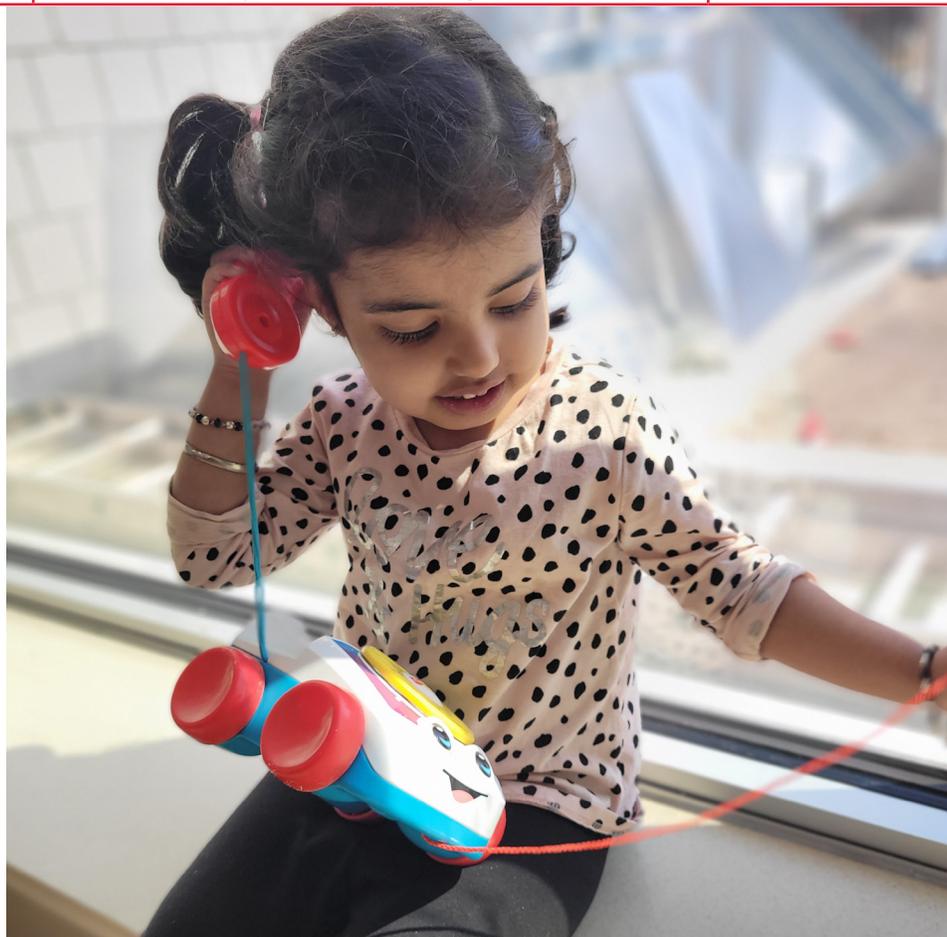
Behaviour (including, but not limited to: physical/verbal abuse, bullying, self-harm, etc.) that negatively affects one's physical or emotional state will result in immediate dismissal or removal from camp at the sole discretion of the YMCA of Regina/Moose Jaw. In any instance where a camper is being sent home from camp (for behavioural or health reasons), YMCA staff will work with parents/guardians to develop a plan for when or if your child returns to camp. Fees associated with a camper's removal from camp for behavioural reasons are not refundable. We appreciate your understanding and cooperation.

# Communications

Prior to your child’s week at camp, you will receive an email confirming registration details and specific information about the week ahead. Parent notifications will continue throughout the week as needed. Our camp staff are available to talk to and support parents/guardians at drop-off and pick up.

Parents are encouraged to take advantage of the following channels to communicate their suggestions, concerns and/or seek clarification about YMCA policies, procedures, and practices as the need arises:

Type	Examples	Speak To:
Program-Related	Program activities, daily schedule, lost and found, authorized pick-ups	Program Coordinator, Camp Staff
Registrations and Payments (Regina)	Registrations, transfers,cancellations, wait list, payment schedules	YMCA Membership Services 306-757-9622 option 3 or info@regina.ymca.ca
Registrations and Payments (Moose Jaw)	Registrations, transfers,cancellations, wait list, payment schedules	YMCA Membership Services 306-691-2370 or info@mjymca.ca
Administrative	Camper absences, Financial Assistance	Day Camp Director
Staff Conduct	Any conduct concerns that may affect health, safety or well-being of a camper.	Day Camp Director



# Frequently Asked Questions



You have come to the right place for quick access to answers for commonly asked YMCA Day Camp questions. For more information, refer to our Camp Communication section for contact details.

## About Camp Fees

🔴 *Our summer plans have changed. Can I transfer my child's registration from one week to another?*

Yes, if registration space is available in the alternative week and if the transfer is requested prior to the "cancel by" date. Fees are transferable between weeks, and any net difference between weekly fees will be applied. YMCA Day Camp refund/cancellation policy applied to all transfers submitted after the "cancel by" date.

🔴 *Can I get a receipt for camp?*

Receipts for camp fees can be obtained from your YMCA Member Portal. Parents can also request a receipt printout from Membership Services at the time of registration.

## About arrivals and departures

🔴 *What if someone other than me is picking up my child from camp?*

When registering for camp, parents are required to indicate who is authorized to escort their child(ren) away from camp. **Authorized individuals must be 16 years of age or older and identify themselves with government-issued photo ID.** If someone arrives at camp to pick-up a camper without prior authorization, we will call a parent for verbal permission before releasing the child(ren).

🔴 *When can I drop off my child?*

The drop-off window opens at 8:45 AM. Parents who have registered and paid for the extended supervision option (if available) can drop-off between 7:30am and 9:00am and pick-up between 4:30pm and 5:30pm.

If parents need to drop-off their child(ren) later in the camp day or pick-up early, we ask that you inform camp staff in advance.

When parents are late in picking-up their child(ren), the YMCA of Regina is required to pay staff for the extra time worked. Staff members will be required to stay until all children are picked up. Any parent picking-up their child(ren) after 5:30 p.m. must pay a Late Pickup fee of \$15.00 per ½ hour or any portion thereof.

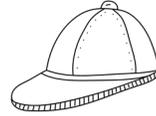
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# Frequently Asked Questions Continued



## About Programming and Schedules



### ● *What's planned for camp activities?*

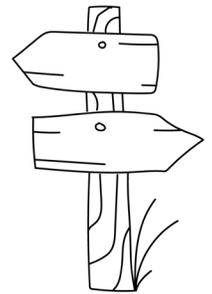
Camp activities are planned around weekly themes where each child's interests and individuality can be celebrated. Campers can expect themes infused into creative arts and sciences, games, activities, and outings into the community. To maximize the fun, campers will also have the opportunity for sports, swimming, and outdoor play. Staff consistently monitor camper activity and remain flexible to extend, reorder, or revisit planned activities whenever appropriate.

### ● *What happens to outdoor activities if the weather is too hot or rainy?*

We try to spend as much time as possible interacting with nature and many of our activities are planned to occur outdoors. In less-than-ideal weather conditions, outdoor activities will proceed as planned, staff will run modified activities or move activities indoors. We recommend your child(ren) has the appropriate clothing and protection need for rain or shine!

### ● *How do campers travel when outings are planned?*

During the week, campers will go on small "out trips" to community parks and centres. Campers will travel on foot to any destination one kilometre from the YMCA facility. Any distance deemed unreasonable for campers to walk will be travelled via bus, YMCA van or City transit.



### ● *My children are attending camp together. Will they be in the same group?*

Each day offers the opportunity for campers to participate in full-group and small-group activities. Full-group activities include outings to the park, games in the gym, and free swim. Smaller groups occur during instructional and discovery-learning activities where campers can select work groups and focus on building friendships.

## Regina Day Camps

### ● *I have registered my child for Swim Camp. Do they swim all day?*

Although an all-day swim session sounds amazing to some, campers will be in the water for 45 to 60 minutes for swim instruction during Swim Camp. In addition to structured skill development, aquatic instructors will plan games and activities that reinforce swim skills and provide time for free swim upon the completion of lessons. Ultimate Swim Campers will be scheduled in the water for an additional hour each day (one morning swim and one afternoon swim).

### ● *Can my 5-year old attend a Swim Camp?*

To ensure compliance with YMCA Aquatic Safety Standards, campers must be six years old at the start of the program to attend Swim Camp and Ultimate Swim Camp.