



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER



Camp Greendale on Indian Lake Family Handbook

75 Shore Drive
Worcester, MA 01605
www.ymcaofcm.org/camp

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MISSION STATEMENT

Mission Statement

The YMCA of Central Massachusetts is an association united in a common goal to strengthen our communities and to develop the spirit, mind and body of all persons, regardless of means, through activities guided by and based upon our core values of caring, honesty, respect, and responsibility.

Cause Statement

We believe that lasting personal and social change can only come about when we all work together to invest in our children, our health, and our neighbors. That's why, at the Y, strengthening communities is our cause.

Diversity and Inclusion Statement

The YMCA of Central Massachusetts will nurture and support an environment that reflects, respects, and celebrates our differences, and embraces the richness of our diversity.

Statement of Purpose

The YMCA will provide children with a program, which reflects and responds to the needs, skills and abilities of the participants. Since children's needs are diverse, the program provides for all aspects of child development: physical, intellectual, emotional, and social. Further, the child's development is fostered through their participation in a planned program of instructional and social interactions.

Programming provides a balanced and safe environment with a sufficient amount of adult supervision to ensure quality care. While providing a safe environment, children have ample opportunity to observe, ask questions, and experiment within the stable and familiar setting created by the staff. The setting for learning is designed for the child to develop initiative, responsibility, cooperation, and consideration of others. We encourage input on activities from our participants.

The YMCA will not discriminate against anyone on the basis of race, religion, cultural heritage, political beliefs, physical disability, marital status, sexual orientation or national origin.

ENROLLMENT AND COST BREAKDOWN

Admission Criteria

- Children must be at least 4 years old and entering Kindergarten, and can be up to 16 years old to be accepted into our summer day camp program. Parents and guardians must complete, in its entirety, the Camp Greendale YMCA enrollment form prior to the start of the program.
 - **We require a copy of the physical and current immunization records to accompany all summer day camp applications.**

Enrollment Forms

- Enrollment forms are to be filled out completely each year and updated whenever information on the form changes.
- A \$20.00 deposit for each week that the child is attending is required upon registration. Payments are due on Friday before each weekly session begins.
- We will notify parents and guardians of any changes to our operation policies in writing.
- **All YMCA School's Out and summer camp past due balances must be paid in full before a child can attend summer day camp.**
 - There will be no refund of deposits or payment for days the child could not attend due to past due balances.

Medical and Emergency Immunization Requirements

- Immunization Records within the past year are required for children before they are able register for summer day camp programs.

Bathroom Policy

- **Children must be potty trained in order to attend Camp Greendale.**
 - Children cannot be in a diaper as staff are unable to help them change. Most of our bathrooms have child sized stools to help them reach the sink.
- Camp Greendale considers a child fully potty trained if they are able to do the following:
 - Recognize when they need to use the bathroom and tell a counselor.
 - Wait while the counselors take them to the bathroom.
 - Do not need to have a diaper on while at camp.
 - Use the bathroom independently.
 - Wipe themselves and wash hands independently.
 - Change in and out of swimsuits independently.

Cost of Attending

4-6 Year Old Camp	7-12 Year Old Camp
Member: \$335.00 per week	Member: \$295.00 per week
Non Member: \$420.00 per week	Non Member: \$360.00 per week
Leadership Development Program 1 (13-14 Years Old)	Leadership Development Program 2 (15-16 Years Old)
Member: \$200.00 per week	Member: \$135.00 per week
Non Member: \$240.00 per week	Non Member: \$175.00 per week
	<ul style="list-style-type: none"> • Teen Membership included in enrollment. • Membership fees are only waived during camp enrollment.

***All weeks will only offer a 5 day rate plan with the exception of the 4-Day Holiday Week.**

Extended Care Fees

- AM Extended care is an additional registration AND fee of \$25.00 per session per week.
- PM Extended care is available and no additional charge to your regular camp fee.

Cancellation Policy

- The Camp Director must be notified **2 weeks in advance** in order to receive a refund for a registered camp week.
 - **The \$20.00 deposit is non-refundable.**

This camp must comply with regulations of the MDPH & be licensed by the LBOH.

DAILY CAMP OPERATIONS

2026 Summer Day Camp Dates and Times of Operation

- The summer day camp program operates Monday through Friday from June 22nd through August 21st.
 - Week 1: 6/22-6/26
 - Week 2: 6/29-7/3
 - Week 3: 7/6-7/10
 - Week 4: 7/13-7/17
 - Week 5: 7/20-7/24
 - Week 6: 7/27-7/31
 - Week 7: 8/3-8/7
 - Week 8: 8/10-8/14
 - Week 9: 8/17-8/21
- The camp day runs from 9:00am-6:00pm with AM extended care from 7:30am-9:00am
- **We ask that children plan to be at camp for the full day with limited late arrivals and early dismissals.**

Arrival and Departure Procedures

- Please reference the map below and bring your child to the designated area for either extended care or regular day camp.
 - Ages 4-6 pick-up and drop-off will be at Area B.
 - Ages 7-12 pick-up and drop-off will be at Area C.
 - *For families with siblings in different age groups, the older sibling will join the 4-6 pickup to allow for one convenient pickup location.
 - **Rain Day Plan** all pick-up and drop-off will be in Area B.
- **Late Drop Offs**
 - Please park and bring your camper to the front lobby of the Greendale YMCA. A leadership staff member will be with you as quickly as possible to sign your child in. Please be patient with us as this is an extremely busy time!



CAMP PICKUP/DROPOFF DIRECTIONS

DROP OFF/PICKUP 4-6 YRS

This pick up and drop off area is for parents/ guardians that have children enrolled in the 4-6 year old camp.

- AM Extended Care: 7:30 AM-9:00 AM
- Regular Drop-Off: 8:45 AM-9:15AM
- Regular Pick-up: 4:30 PM-6:00 PM



Main Entrance



Ages 4-6 Drop-off/ Pick-up



Ages 7-12 Drop-off/ Pick-up

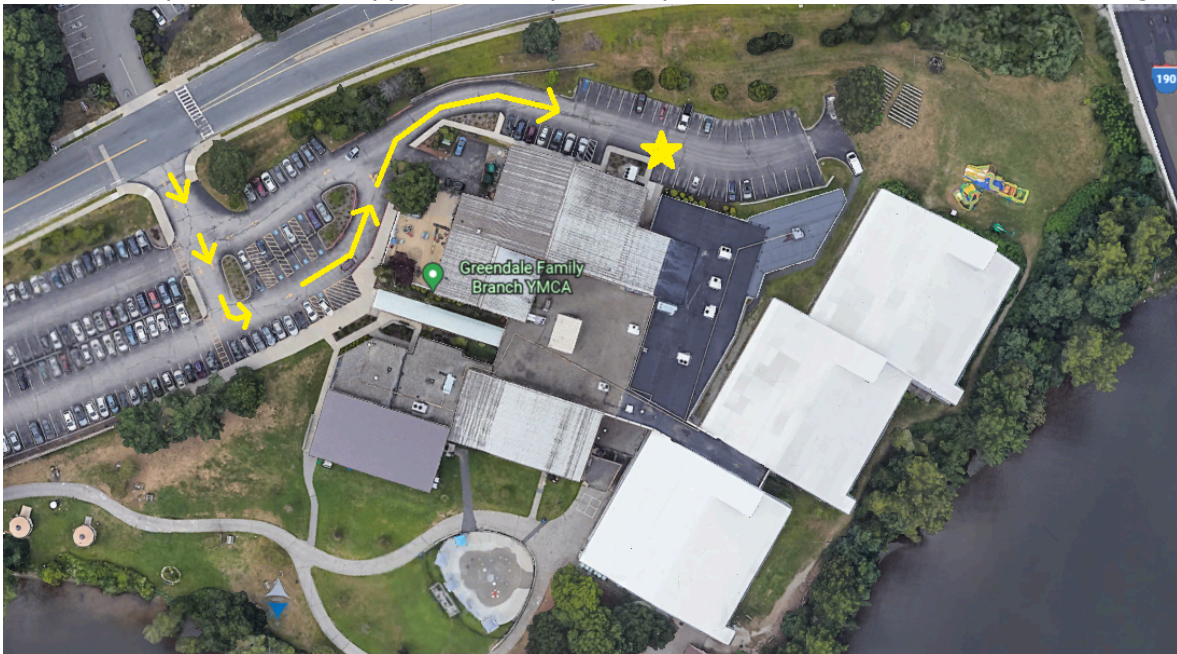
DROP OFF/PICKUP 7-12 YRS

This pick-up and drop-off area is for parents/guardians that have children enrolled in the 7-12 year old camp.

- AM Extended Care: 7:30 AM-9:00 AM
- Regular Drop-off: 8:45 AM-9:15 AM
- Regular Pick-up: 4:30 PM-6:00 PM

Rainy Day Procedures

- ALL campers will be dropped off and picked up around the left side of the building



Sign Out Policies and Procedures

- Pick up will begin promptly at 4:30pm when Camp Leadership arrives at the applicable

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pick up location to begin calling names, checking IDs as needed, and communicate any information pertinent to the child's day.

- Please join the pick up line and remain in your vehicle.
- For the protection of the children, please refrain from exiting the vehicle and walking to the pick up location where the children and counselors are congregated.
- Pick ups must be conducted and authorized only through Camp Leadership who are stationed at Sign Out.
- **All persons authorized to pick up a child must be at least 18 years old, must show ID, and must be listed on the registration form or the child will not be released to that person.**
- No child is able to leave the YMCA premises without a parent or guardian, or any other authorized individual.
- No child will be able to walk or ride a bicycle home without an authorized individual.

Absences from Camp

- Please notify us at 508-826-2906 by call or text if your child will be absent from camp.

Early Pick Up Policy

- Any planned dismissals prior to the conclusion of the camp day at 4:15pm must be submitted in writing via email no later than 10:00am on the day of early dismissal.
- Please email early dismissal notification to our Camp Directors sclyman@ymcaofcm.org AND bjones@ymcaofcm.org.
- Parents and guardians must enter the building and have submitted an email request.
- **All early dismissals must be facilitated in the front lobby of the Greendale YMCA by 3:30pm.**

There will be NO dismissals between 3:30 pm-4:30 pm

- Early dismissals will not be approved any later than 3:30pm.
- Between 3:30pm and 4:30pm, no dismissals will be authorized outside of the traditional camp pick up at 4:30pm.
 - With over 275 campers, some as young as 4 years old, this block of time between 3:30pm and 4:30pm is a crucial and valuable transition period for the children, staff, and camp administrators.

Late Pick Up Policy

- If you are late picking up your child, **a late fee of \$1.00 per child per minute will be charged; this amount will be charged to your account.**
- Childcare will be terminated if consistent late pick up takes occurs.
- Pick up is from 4:30pm-4:45pm unless signed up for Extended Care in which you must pick up by 6:00pm.
 - Parents and guardians are responsible for making arrangements for the child to be picked up by another authorized person should they be delayed.
- If the parent and guardian or another authorized person is late and the YMCA does NOT receive a phone call from the parent or guardian:
 - Camp staff will try to contact the parent or guardian by phone.
 - Camp staff will try to reach the emergency contacts listed in the child's file.
 - If no authorized person has contacted the YMCA or come to pick up the child by 7:00pm, the Camp Director will contact the Department of Social Services (DSS) and the Worcester Police Department to report that a child has been abandoned. The YMCA will then release the child to these services.

Meals and Food Service

This camp must comply with regulations of the MDPH & be licensed by the LBOH.

- Free breakfast and lunch are provided by the WPS FOOD TRUCK.
 - **Snacks are not provided.**
- Your child may bring their own lunch and must bring their own snacks.
- **Children are NOT allowed to use vending machines during the camp day.**
- Children's meals will be stored in their bags for the day and cannot be heated.
- **Camp Greendale is Peanut and Tree Nut Free.**

Suggested Attire

- Please send your child in clothing that can get messy.
 - Each day, we sweat, swim, run, paint, experiment, and so much more. We do not want your child's best clothes to get messy. We take precautions and use smocks for some activities but we cannot guarantee clothes at the end of the day will be clean. What fun would camp be if we couldn't make a mess?!

Camp Essentials

- Please pack your child with the following items each day:
 - A backpack
 - Refillable water bottle
 - Sunscreen
 - **Please apply a coat of long lasting sunscreen on your child BEFORE camp EACH day.**
 - **All children must have sunscreen with them each day.**
 - Lotion sunscreens **cannot** be applied by camp staff and children must apply lotion sunscreen on their own.
 - Camp staff are able to assist with spray sunscreen.
 - A new supply of sunscreen is recommended each summer, as sunscreen loses potency after 1 year.
 - Insect Repellent
 - Use of DEET products that combine repellent with sunscreen are not recommended, as over application of DEET can occur if sunscreen needs to be applied more frequently.
 - It is generally recommended to apply sunscreen first, and then insect repellent.
 - Hat
 - Lunch with extra snacks and drinks
 - Swimsuit and Towel
 - Campers must wear appropriate footwear i.e. sneakers or crocs
 - We do not recommend sandals or flip flops.
- **Please label ALL items that come to the Y with your child's name! We are NOT responsible for missing or lost items.**
- **Please refrain from sending your camper with:**
 - Electronic devices such as phones, tablets, etc
 - Money or credit cards
 - Toys or nic-nacs from home

Illness and Exclusion

- If a child cannot go outside or participate in the program due to illness the child needs to **remain at home.**
- Children may not attend the summer day camp program if they are not feeling well.
- If a child vomits for any reason the child must be picked up by a parent/guardian or authorized individual within 1 hour of notification.
- No child may attend summer day camp if they have ringworm, pink eye, flu, or any

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other communicable illness.

- A doctor must treat any contagious infection; virus or fever and the child can return 24 hours after a doctor's note has been issued.

Sick Child Policy

These guidelines have been established for the comfort and wellbeing of your child and that of other children in the program. Children who do not feel well should be at home. **Children who become ill at camp should be at home, and parents/guardians will be notified to pick up their child within an hour.**

Children will not be permitted to come to the program if:

1. They pose a significant health risk to other children.
2. They are feeling so poorly that they require an excessive amount of staff time or cannot participate in the day's activities.
3. They feel so poorly that they need comfort from their parents/guardians.

Refunds or credits are not issued if a child misses camp due to illness. In the event of a severe, prolonged illness, please contact the Camp Director about a credit or refund.

- **COVID**

- Our camp will follow the COVID guidelines stated here:
<https://www.mass.gov/info-details/covid-19-isolation-and-exposure-guidance-for-children-and-staff-in-child-care-k-12-out-of-school-time-ost-and-recreational-camp-program-settings>
- These guidelines may change at any time

- **MILDLY ILL CHILDREN**

- Prudent judgment by the parent/guardian(s) and staff are the best guide in dealing with these illnesses.
- If your child is uncomfortable, or coughing so frequently that he/she is disturbing the other children, then he/she should not be in the program and you will be called to pick up your child.
- Your child will be offered a quiet space in the camp office to see if they recuperate. If after one hour they still feel unwell you will be called for recommendation on how to proceed.

Below is a list of specific illnesses and YMCA guidelines for treatment. These are based on Department of Public Health Guidelines for Infectious Diseases:

- **FEVER**

- No child with a temperature of 100 degrees or higher will be admitted into the program. If your child develops a fever, you will be notified to pick up your child within one hour.

- **DIARRHEA**

- Is highly contagious. If your child develops diarrhea you will be notified to pick your child up within one hour.
- When a child has diarrhea, he/she should be kept at home for 24 hours or until the diarrhea has subsided.

- **VOMITING**

- If vomiting has occurred the evening before, your child should be kept at home the next day. If your child becomes ill at the program, you will be notified to pick up the child within one hour.

- **EYE INFECTIONS - BACTERIAL AND VIRAL**

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- Conjunctivitis (pink eye) and infection of the eye, is identified by crustiness or yellow oozing from the eye along with a pinkish tint to the whites of the eyes. These conditions are very contagious and should be treated by a physician.
- Child may return to camp once treatment has begun.
- **IMPETIGO**
 - Bacterial skin infection, which appears as a rash that is oozing, red and round, and may have a flat honey colored crust. Because this infection is easily spread, a physician should be seen for treatment.
 - Your child needs to remain at home for 24 hours after starting the medication.
- **HEAD LICE**
 - Head lice are tiny insects that live on human hair. If your child has head lice, you will be notified to come pick up your child within one hour. You will also be asked to take all of your child's belongings home to be washed. Your child may return to the program as soon as the proper shampoo treatment has been given and the lice have been removed from the scalp.
- **STREP THROAT**
 - A bacteria causing a sore throat which may be accompanied by tender, swollen neck glands, headache, stomach ache, and fever.
 - If your child tests positive for strep, he/she should stay home and receive 24 hours of medication before returning to the program.
- **CHICKEN POX**
 - A very contagious disease, beginning with a mild fever and an itchy rash. Chicken Pox is contagious from two days before the rash appears until the last blister has developed crusts.
 - It takes 10-21 days from exposure to the development of symptoms. Children will not be admitted to the program for 6 days or until all blisters are crusted and dry.
- **HEMOPHILIAS INFLUENZA -(H Flu or HIB)**
 - An uncommon, but extremely serious disease. It is the most common cause of meningitis and other illnesses.
 - Should your child be diagnosed with the H Flu it is imperative that the Camp Director be informed as soon as possible.
- **THRUSH OR YEAST INFECTIONS**
 - This is not a contagious condition and children need not be excluded from the program.
- **COXSACKIE VIRUS - (Hand, Foot, and Mouth Syndrome)**
 - This is a mild disease, symptoms may include fever, sore throat, stomach pain and diarrhea, and a rash of tiny blisters.
 - If the child is well enough to attend the program they may do so because the virus is contagious before symptoms begin.
- **FIFTH DISEASE**
 - This is a mild rash illness, it occurs in three stages. People with fifth disease are most infectious before they have any symptoms therefore if the child is well enough to attend they may do so.
- **MENINGOCOCCAL ILLNESSES**
 - This is extremely serious and sometimes fatal. The disease usually starts suddenly with fever, chills, lethargy and a rash of fine red freckles or purple splotches.
 - People with these symptoms should be hospitalized immediately.
 - They may return to camp when feeling well and on rifampin for 2 days.
- **SCABIES**
 - This is a common skin infection. Symptoms include an intensely itchy rash of red bumps and burrows.

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- Children may return to camp after 24 hours of medication.

If campers are exposed to a serious or contagious illness while at camp, parents will be notified in writing during camper pick-up or as the camp staff become aware of the situation.

Child's Personal Rights

- Each person receiving services from our camp shall have rights, which include but are not limited to the following:
 - To be treated with dignity in his or her personal relationship with staff and other persons.
 - To be accorded safety, healthful and comfortable accommodations furnishing and equipment to meet his or her needs.
 - To be free from corporal or unusual punishment, infliction of pain humiliation, intimidation, ridicule, coercion, threats, mental abuse, or other actions of a punitive nature including but not limited to interference with the daily living functions, such as eating, sleeping, toileting, or withholding of shelter, clothing, food or medication.

STAFF MEMBER CODE OF CONDUCT AND EXPECTATIONS

YMCA of the USA Code of Conduct for YMCA Staff and Volunteers

To protect YMCA program participants, staff, and volunteers, the YMCA of the USA prohibits employees and volunteers to be alone with a single child where he or she cannot be readily observed by others. As staff supervise children, they should position themselves in such a way that other staff can see them.

Staff shall never leave a child unsupervised. Staff shall not abuse children in any way, including:

- Physical Abuse
 - Striking, spanking, shaking, slapping
- Verbal Abuse
 - Humiliating, degrading, threatening
- Sexual Abuse
 - Touching, or speaking inappropriately
- Mental Abuse
 - Shaming, withholding kindness, being cruel
- Neglect
 - Withholding food, water, or basic care

No type of abuse will be tolerated and will result in immediate dismissal if substantiated.

Staff must use positive techniques of guidance including redirection, positive reinforcement and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.

This camp must comply with regulations of the MDPH & be licensed by the LBOH.

Staff are not to be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, driving or riding in vehicles and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to the approval of the YMCA administration.

Staff will act as positive role models for youth by maintaining an attitude and maturity. Staff will act in a caring of loyalty, patience courtesy, tact honest and respectful manner consistent with the mission of the YMCA.

Staff/Volunteer Babysitting Policy

The YMCA of Central Massachusetts takes child abuse prevention very seriously. The following policy applies to all YMCA staff and volunteers:

- YMCA staff and volunteers are not allowed to be alone outside of the YMCA with children they meet in YMCA programs.
 - This includes babysitting, sleepovers, and inviting children into their homes.
 - Any exceptions require written explanation and administrator approval before the fact.

Staff Hiring

All staff are screened and trained through the following process:

- Selected candidates are interviewed by Camp Leadership.
- Candidates are selected based on their childcare experience, references, attitude, and display of YMCA values.
- Three reference checks are conducted on each candidate.
- A CORI and SORI is processed and reviewed through the YMCA.

Staff Training

All staff are required to attend 2 training days to learn and review camp policies and procedures, as well as best practices:

- Large scale training day at the association level.
 - Staff are informed and trained on:
 - HR Policies
 - Child Protection
 - Risk Management
- Camp Greendale on Indian Lake specific training and orientation.
 - Staff are informed and trained on CGOIL specific best practices, expectations, and culture
 - Leadership Development Program Overview
 - Aquatics Overview
 - Integration Program Overview
 - Curriculum Overview
 - Behavior Management Practices
- All camp staff are First Aid and CPR certified prior to starting

This camp must comply with regulations of the MDPH & be licensed by the LBOH.

PARENT/GUARDIAN EXPECTATIONS

Conduct

- **Under no circumstances should a parent or guardian approach a camp counselor or another child other than their own.**
- While on YMCA property parents and guardians are expected to act appropriately by speaking in an appropriate tone and use appropriate language at all times.
- **Any parent or guardian who fails to behave in this manner will be asked to leave the facility and their child's space in camp will be forfeited without a refund of fees paid.**

Custody Issues

- We cannot legally restrict the non-custodial parent or guardian from visiting the child, reviewing the child's records, or picking the child up unless we have been furnished with current legal documents. Copies of these court documents must be kept in the child's file.

Parent/Guardian Site Visitation and Policy Requests

- Parents and guardians are always welcome to visit our program any time during our hours of operation. Just stop by the Welcome Center to check in and be given an escort by Camp Leadership.
- Parents and guardians have the right at any time to request documentation or clarification on any policy/procedure regarding the care of their child in our Camp programs.

Parent/Guardian Participation

- Parents or guardians must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check before they can participate in the camp's operation. For more information, please contact the Director of Childcare Services.

BEHAVIOR INTERVENTION STRATEGIES AND POLICIES

Camper Expectations

- To treat myself, others, and camp with care, honesty, respect, and responsibility.
- To follow directions and instructions from camp staff.
- To keep my hands, feet, and all other body parts to myself.
- To respect all camp facilities, equipment, and property.
- To stay with the camp group at all times.
- To have fun!

Summer Day Camp Discipline

- Praise and positive reinforcement are effective methods of behavior management of children.
 - When a child receives positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline.
- Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

Children are expected to adhere to all YMCA expectations and rules.

The following procedures for dealing with unacceptable behavior is as follows:

1. Clear Warning, including discussion of the problem that occurred with the child.
2. If problems are reoccurring, age appropriate reflection time will be used as needed.
3. Repeat reflection time.
4. The Write Up Form and Reflection Sheet will be completed and the child will meet with the Camp Director. Parents and guardians will receive the behavior management form and will sign and date.
5. **After two write-ups, a parent or guardian meeting with the Camp Director is required.**
6. **Three write-ups, persistent issues or situations that endanger the child or others at the program will result in suspension or termination from the program.**
7. **Fighting, physical aggression or running from the group results in automatic suspension without a refund of fees.**

If a child is suspended or terminated from the program, parents and guardians will not receive a refund for the current week.

Zero Tolerance Policy for Bullying

Every person at YMCA Summer Camp deserves to feel respected, safe, and valued. Bullying is behavior that undermines this right. To protect this right for all campers and leaders at our camp, we do not tolerate the intimidation, persecution, or intentional exclusion of any participant by any person. We have taken a proactive approach to preventing and addressing the problem of bullying:

- We work to instill the YMCA character values of caring, honesty, respect, and responsibility in all participants and staff. We expect these values to be demonstrated in all interactions between campers, volunteers, parents/guardians, and staff.
- We encourage children to tell an adult if they feel unsafe or uncomfortable as a result of another participant's words or actions.
- We handle incidents of bullying as a serious threat to the health, safety, and well-being of others. **Enrollment will be terminated for participants with repeated incidents of bullying.**
- Parents and guardians are encouraged to inform Camp Leadership immediately if they feel their child is being bullied at camp.

Disruptive Behavior

- Children are entitled to a pleasant environment at the YMCA; therefore, the YMCA cannot serve children who display chronic disruptive behavior.
 - Such behavior is defined as "verbal or physical activity that may involve, but is not limited to bullying behavior or behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and/or disobeys the rules that guide behavior."
- If a child cannot adjust to the YMCA setting and behave appropriately, the child may be discharged. Reasonable efforts will be made to help children adjust to the YMCA setting.

Camp Greendale reserves the right to suspend a child for behaviors that cause physical or mental harm to themselves, other children, or staff.

Termination of Services

Summer day camp services can be terminated for: (but not limited to)

- Consistent late pick-ups
- Request for special accommodations that camp staff cannot meet
- Failure to pay tuition in a timely manner
- Failure to comply with camp policies concerning ill children
- Being unreachable and out of touch by phone
- Failure to provide documentation requested by camp staff or required by DPH regulations
- Failure to keep immunization and other records current
- Failure to provide emergency contact updates
- Extreme behavior that prevents children from participating safely with peers
- Parents or guardians failing to have appropriate conduct

SUSPECTED CHILD ABUSE POLICIES AND PROCEDURES

When a YMCA staff person sees signs of possible child abuse or neglect the following steps will be taken:

- The staff member immediately informs a member of Camp Leadership. Camp Leadership then notifies Executive Leadership.
- The staff person will complete an incident report detailing the suspected abuse or neglect. The report will be submitted to the Administrator within 24 hours of the incident.
- The Camp Director, or Executive Director, will call the Department of Social Services (DCF) to file a 51A.
- The completed incident report will be submitted to DCF within 48 hours of the initial phone call.

If a YMCA staff member is suspected of child abuse or neglect, the following steps will be taken:

- The staff member will be put on paid administrative leave until investigations by the YMCA and the DCF are completed

If the staff member is found to be at fault, he/she will be terminated immediately.

MEDICATION ADMINISTRATION

Procedures for Dispensing Medication

- The YMCA will not administer any medication unless the parent or guardian completes medication forms and the medication is in the **ORIGINAL** container or box with the prescription label visible.
 - Medication forms include a Medication Consent Form and an Individual Health Care Plan signed by both the parent or guardian and the prescribing doctor.
 - Medication not in its original container will be returned to the parent or guardian at the end of the day or program.
- The container should include the camper's name, the type of prescription, and the dosage.
- If it is an over the counter medication that the doctor has prescribed, a doctor's prescription must accompany it.
- Life saving medications (EpiPen, Albuterol Inhaler, Glucagon) will travel alongside your child all day at camp with them.
 - These medications will be held on to by the group staff in an accessible medication bag.
- Daily scheduled medications (ADHD or ADD medications, Insulin) will be stored in an appropriate lock box and administered to your child according to the prescribed timing.
- Anytime medications are administered, whether in the event of an emergency or on a scheduled daily basis, it will be documented in a medication administration log.

MENINGOCOCCAL DISEASE AND CAMP ATTENDEES: COMMONLY ASKED QUESTIONS

What is meningococcal disease?

- Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the "meninges") that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes.

How is meningococcal disease spread?

- These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

Who is most at risk for getting meningococcal disease?

- People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

Are camp attendees at increased risk for meningococcal disease?

- Children attending day or residential camps are not considered to be at an increased risk for meningococcal disease because of their participation.

Is there a vaccine against meningococcal disease?

- Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for ages 10 and older.

Should my child or adolescent receive the meningococcal vaccine?

- That depends. Meningococcal conjugate vaccine (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine may be recommended for children with certain high-risk health conditions, such as those described above. Otherwise, meningococcal vaccine is not recommended for attendance at camps.
- Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions may be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents/guardians of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

How can I protect my child or adolescent from getting meningococcal disease?

- The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:
 - wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
 - cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don't have a tissue, cough or sneeze into their upper sleeve.
 - not share food, drinks or eating utensils with other people, especially if they are ill.
 - contact their healthcare provider immediately if they have symptoms of meningitis.
 - If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.
- You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at www.mass.gov/dph.

EMERGENCY POLICIES

First Aid

- Lifesaving skills and first aid may only be administered by trained individuals.
- When first aid is administered, an injury report must be completed, signed, and submitted to the Camp Director within 24 hours of the incident.
- A Camp Lead will inform the child's parent/guardian when first aid has been administered.
- The contents of the first aid kit will be checked weekly by the Camp Leads and restocked as needed.

Blood and Bodily Fluid Spills

- Staff are trained in compliance with OSHA standards to deal with spills.

Code Blue

- Any life-threatening medical emergency (such as a heart attack, stroke, loss of consciousness, suspected spinal/head injury) that requires 9-1-1 to be called.

Code Amber

- During a lost camper search, known as an "Amber Alert", one person must be in charge of the entire search to avoid confusion and wasted time. This should be the most senior-trained person, such as the Camp Director or Lead.
 - Report the missing camper over the walkie talkie by saying "Has anyone seen (camper's name)? They are wearing (describe campers' attire).
 - Camp Lead will activate the Lost Camper Protocol by saying over the walkie talkie "This is a Code Amber. Please bring your groups to (either the field or gym)"
 - All camper groups will do a name to face and then report to the location.
 - Lifeguards must clear the swimming areas.
 - Once at the meeting location, groups will send 1 counselor to the Camp Lead who will give them a location to look for the child. The other counselor will stay with the group.
 - Staff will be assigned areas of the facility to search to include: bathrooms, locker rooms, gymnasium, Teen Center, fitness, and other indoor areas.
 - Camp staff will also be assigned outdoor areas to search such as the road, along the shoreline, and splash pad.
- If unable to locate the camper after searching the YMCA building and grounds twice, the police will be called.

Fire Emergency

- When the fire alarm goes off, the camp counselors will escort the children from the building via the designated route in each room. The Camp Director will be the last person out of the building, checking that all the children have left the building. The Camp Director will bring the program files, attendance lists, and first aid kits with them.
- The camp counselors will take attendance and will remain outside the building with the children unless the firefighters direct otherwise.
- In the event that the child cannot be returned to the building, they will remain with the camp counselors and parents/guardians will be called.
- Fire drills are practiced with the children monthly.

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- The Camp Greendale meeting place is on the right side of the building at the bleachers.

Loss of Power, Heat, or Hot Water

- The site would remain open until it is deemed necessary to close due to the unsafe conditions.
- The decision would be made by the camp director or executive director.
- Parents and guardians would be contacted to inform them of the unsafe conditions and whether it is necessary to pick up their children.

Security Threats

- Camp counselors will remain calm and bring the children to a secure location.
- The location may be a classroom, another part of the building, or outside depending on the situation.

Unregistered Camper

If a child who is not registered for Camp Greendale on Indian Lake is dropped off:

- Staff will check with the child's parent/guardian if still on site to establish registration.
- Staff will find out which camper the child arrived with, i.e. friend, sibling, etc. to obtain contact information forms.
- Staff will call the child's parent or guardian if their phone number is obtained.
- The parent or guardian will be asked to remove their child from camp.

Unrecognized Persons on the Campground

- Our camp may share facilities with the regular YMCA programming.
- Members and visitors must check in at our Welcome Center in order to gain access to our building.
- In the event that visitors or members are in the presence of a camp group, the counselors will address the unrecognized person and assess the situation.
- The person will be educated on YMCA policy and if issues arise, they will be directed to our Welcome Center/Camp Director.

Fire/Emergency Drills

- We conduct fire emergency evacuation drills, lost child, and lock down drills regularly.
- Parents and guardians, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the success for fire and emergency/evacuation plans.
- **During a fire/emergency drill, parents or guardians may not sign children into or out of camp**, but must wait until the drill is complete and children have returned to the building.
- Parents/guardians can wait with their child until the drill is over and can sign them out afterwards.

Procedures for Handling Medical Emergencies

- If your child becomes injured or ill (vomiting or a fever over 100 degrees or higher) while in the YMCA care, staff will do the following:
 - In extreme emergencies 911 will be called and first aid and/or CPR will be administered.
 - Contact the Camp Greendale Director.
 - The Director or an Assistant Director will contact the parents or guardians.

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- If necessary, have the child transported to the nearest medical facility
- Fill out the necessary paperwork for the YMCA as required by Department of Public Health licensing and YMCA Policy.

Procedures for Parental/Guardian Notification

- Parents and guardians will be notified in person, over the phone, or in writing of any special discipline problems with a child.
- **If there are any life threatening emergencies parents will be notified after emergency care has been called and provided.**
- We do not call parents because of a meal aversion or to provide swim clothes.
- **Parents and guardians are only notified for true emergencies or discipline problems.**

Field Trip Emergency Policy

- Pre-trip Preparation
 - Each staff member will carry a fully charged phone with emergency contacts, the camp director's number, and local emergency services saved.
 - A first aid kit, camper emergency contact list, and medical information will be carried by the trip leader.
 - Meeting points and emergency procedures will be reviewed with all campers before leaving camp.
- Lost Camper
 - Immediately alert all staff and conduct a headcount.
 - Designate a lead staff member to stay with the group at the last known location.
 - Staff members will search the immediate area for no more than 5 minutes.
 - If the camper is not found within 5 minutes:
 - Notify the field trip location staff/security.
 - Call 911 and the camp director.
 - Provide the missing camper's name, description, and last known location.
- Weather-Related Emergency (Thunderstorms, Tornado Warnings, Extreme Heat)
 - If severe weather is imminent:
 - Move campers to a designated indoor shelter or transportation.
 - Avoid trees, bodies of water, and open fields.
 - For extreme heat: Ensure hydration breaks every 20 minutes and shade access.
- Fire
 - Evacuate all campers and staff away from the fire area immediately.
 - Call 911 and notify the camp director.
 - If at a facility, follow their fire evacuation plan.
 - Conduct a headcount and remain at the designated safe meeting point until cleared.
- Unsafe Person or Suspicious Activity
 - Move campers to a secure location away from the individual.
 - Alert field trip security or local authorities if the person poses a threat.
 - Call 911 if necessary and notify the camp director.
 - Ensure no campers engage or communicate with the individual.
 - Follow law enforcement instructions and remain in place until it is safe to leave.

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AQUATICS PROCEDURES

Lost Swimmer Plan

- Lifeguards will clear the pool and scan the pool from bottom to top.
- Camp counselors will assemble all of their campers on the pool deck and do a 'face check.'
- A lifeguard or camp counselor will check the locker rooms for the missing camper.
- Same above procedure will take place in both the indoor and outdoor pools, and the splash pad.
- If the camper is not in the locker rooms or on the pool deck, a lifeguard or counselor will call an Amber Alert and notify the front desk.
- Follow 'Lost Camper' procedures.

Swim Testing

- Deep End Swim Test (Green Bracelet):
 - Distance: 25m (from shallow end wall to the blocks at the deep end)
 - Stroke: Front-Crawl (face should be in the water with arms coming up out of the water)
 - Treading Water: 60 seconds with head above the water
 - Backfloat: 15 seconds
 - Sequence: front-crawl tread water backfloat
- Shallow End Swim Test (Red Bracelet):
 - Distance: 12m (from shallow end wall to the deep end marker in woodbury/stairs to ladder closest to hot tub in Alden)
 - Stroke: front-crawl (should be able to put face in water)
 - Backfloat: 10 seconds
 - Sequence: front-crawl backfloat
- If a child doesn't pass the Deep End Swim Test they will get a Red Necklace.
- If a child doesn't pass the Shallow End Swim Test they will receive a lifejacket without a necklace.
- **Swim testing occurs every Monday.**
- **All children in the 4-6 year old camp will wear a life jacket.**

Boating Information

- Boats: 4 canoes, 1 peddle boat
 - 3 people to 1 canoe, 4 people to 1 peddle boat
- Lifejackets: Required for any child/counselor on a boat
- Age Restrictions: Any child 6 and under must be accompanied by a counselor in a boat
- Waiting: Anyone who is not out on a boat needs to be away from the water.
- Lifeguards: 2 lifeguards for each shifts (one out on a kayak/rescue board and one on shore)

CLOSURES

Dates Camp is NOT in Session

- There are NO closures during summer camp 2026

CONTACT INFORMATION

Questions

Please reach out to any of our Camp Leadership Staff if you have any questions!

Camp Leadership Team

Samantha Clyman - *Camp Director*

- Email: sclyman@ymcaofcm.org
- Phone: 508-852-6694 x 2292

Breeshea Jones - *Camp Director*

- Email: bjones@ymcaofcm.org
- Phone: 508-852-6694 x 2226

Patrick Creagh - *Camp LDP Director*

- Email: pcreagh@ymcaofcm.org
- Phone Number: 508-826-2906

Courtney Ordway - *Wee Wuns Camp Coordinator*

- Email: cordway@ymcaofcm.org
- Phone: 508-826-2906

Michael Toedt - *Senior Director of Childcare Services*

- Email: mtoedt@ymcaofcm.org
- Phone: 508-852-6694 x 2238

CAMP PHONE LINE: 508-826-2906

**FOR EMERGENCIES PLEASE CALL OUR FRONT DESK
508-852-6694 EXT 2532**