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# **ACTION CAMP 2021**

**Hot Springs Family**

**YMCA**

**Summer Camp**

**Handbook**

**Program Hours:**

**7:30am–5:30pm**

**Camp Location:**

**First Lutheran Church**

**105 Village Road**

**Hot Springs, AR 71913**



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## **Summer Camp: Action Camp**

**Welcome to Summer Camp at the Hot Springs Family YMCA! We are so excited to have you here!**

**We want your summer to be a great experience. Please read this guide prior to camp and share the information with your camper so that you can all be familiar with our camp policies and safety guidelines.**

**To make sure you have a great summer, here are our top tips:**

### **For Parents:**

- **Communicate, communicate, communicate! Please let us know about any needs your camper has before camp begins. Let us know if you have any questions or concerns during camp, and give us a chance to take corrective actions.**
- **Label everything! We do our best to help campers keep up with items, but labels can make a huge difference in returning lost items to their rightful owners.**
- **Don't worry about sending food--we provide healthy breakfasts, lunches, and snacks every day! If you do decide to send lunch, please send healthy, whole food (No fast food). We are a nut free Center, please don't send nuts of any kind.**

### **For Campers:**

- **Lay out your camp clothes the night before. Make sure you wear closed-toe shoes and something comfortable for the hot weather and being active.**
- **Try new things! You might discover a new friend or hobby.**
- **If you need help, please ask! Our counselors want to make sure you have a great experience.**

## **Important Phone Numbers/Contact Information:**

**Summer Camp Phone:**

**501-538-8190**

**Lisa Autry      Childcare Director:**

**[laundry@hsymca.org](mailto:laundry@hsymca.org)**

**Ana Love      Assistant Director/Billing Specialist:**

**[alove@hsymca.org](mailto:alove@hsymca.org)**

**Hot Springs Family YMCA:**

**501-623-8803**



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**Open House Date:  
Thursday, May 27  
at 6:15 pm  
Location:  
First Lutheran Church  
105 Village Road  
Hot Springs, AR 71913**

**Come meet our staff, see our summer facility, and get any questions answered!**

**2021 Theme weeks:**

<b>Week 1: Camp Kickoff "Spirit Week"</b>	<b>June 1-4</b>
<b>Week 2: The Great Outdoors</b>	<b>June 7-11</b>
<b>Week 3: Epic Challenge Week</b>	<b>June 14-18</b>
<b>Week 4: Creative Campers</b>	<b>June 21-25</b>
<b>Week 5: Experiment Station</b>	<b>June 28-July 2</b>
<b>Week 6: Backyard Fun</b>	<b>July 5-9</b>
<b>(closed July 5th for Independence Day)</b>	
<b>Week 7: Music Makers</b>	<b>July 12-16</b>
<b>Week 8: Fun and Fitness</b>	<b>July 19-23</b>
<b>Week 9: STEM- Build It!</b>	<b>July 26-30</b>
<b>Week 10: Wide World of Sports</b>	<b>August 2-6</b>
<b>Week 11: The Best of the Best</b>	<b>August 9-13</b>

**Week 12: T.B.A August 16-20 (Depends on School start dates)**

**Note: All campers, except Pre-K campers, will need to purchase a Magic Springs season pass and have it processed with your child's picture by the first Magic Springs field trip. Discount Code to purchase pass: HSYMCA**



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**Camp Dates and Ages:**

**June 1, 2021–August 13, 2021**

**(May have camp August 16–20, Depends on school start dates)**

**Our youngest campers are 5 years old and rising kindergarten students. Our oldest are 13.**

**Camp Days/Hours of Operation:**

**Days– Monday – Friday Time: 7:30am –5:30pm**

**Camp Fees and Payment Policies**

**Member\*: \$118.00/week**

**Non-member: \$128.00/week**

**Day Fee Member\*: \$34.00/day**

**Day Fee Non-member: \$37.00/day**

**\*A member rate applies when the camper is a member. This can be through a family or youth membership.**

**A \$5.00 discount on the weekly fee will be given to additional children in the same family. You may pay the daily rate when attending one – two days per week. If your child attends 3 or more days, it is considered a full week.**

**When registering for Summer Camp you will be asked to pick a rate plan:**

- **Full time (3 or more days per week)**
- **Drop in (attendance varies and you will be charged a daily rate)**

**Note: You will be charged for the rate plan you sign up for regardless of attendance. One “vacation week” (camper will not attend) will be given to each family for the duration of summer camp. You must notify the Director if your camper will not be in attendance and you wish to use that vacation week, there will not be a charge for that week.**

**After two weeks of delinquent payments, a camper will not be allowed back at camp until payments are caught up.**

**Camp closes at 5:30pm daily. A charge of \$1.00 per minute, per child, will be added to your account after 5:30pm.**



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**Camp registration fees are non-refundable.**

**If you have further questions, please contact our Camp Billing Specialist, Ana Love, at 501-538-8190.**

#### **Camp Location:**

**Home base for Summer Camp will be at First Lutheran Church, 105 Village Road, Hot Springs Arkansas. We will also come to the Hot Springs Family YMCA to take advantage of the pool, indoor and outdoor playgrounds. The Hot Springs Family YMCA is located at 130 Werner, Hot Springs, Arkansas.**

**We will also take field trips throughout the summer. Please check your permission slips and weekly schedules to stay up-to-date on where we will be.**

#### **Staff to Camper Ratios:**

**As a DHS licensed facility, we follow the guidelines of 1 staff per 18 children ages kindergarten and above. There will be 1 staff per 15 children who are age 5 but not yet in kindergarten (Pre-K).**

**Summer Day Camp at the Y is licensed by the Department of Human Services (DHS). We seek to uphold the highest standards of safety, conduct, and programming.**

#### **What to Bring to Camp**

- **Closed-toe shoes:** We will spend lots of time running and playing, for this reason, shoes that cover the toes and have a strap on the back are required.
- **Magic Springs Pass:** Season passes are to be processed before camp starts and will be left in the care of staff. Parents may bring them home on Friday to use over the weekend and return them on Monday. Pre-K campers do not need to purchase a pass; they will not go to Magic Springs. Discount code to purchase pass: HSYMCA
- **Money on field trip days:** Admission and transportation costs to field trips are included in camp fees, but if a student would like to purchase a souvenir, they may bring a small amount of money in a labeled bag. This will be kept in the staff backpack.
- **Sunscreen:** Since we will spend a lot of time outside, sunscreen is a must. Please label each bottle.



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- **Water bottle:** Please bring a labeled water bottle for your camper to keep with them and refill throughout the day.
- **Swimsuit:** Please make sure it is labeled.
- **Towel:** Again, please label.
- **Plastic bag:** For wet swimsuit and towel.

#### **What NOT to bring**

- **Cell phones, ipads, game devices, etc.:** If it has a screen, please leave it at home. We want campers to be present and connect with each other.
- **Food:** Unless there is an allergy, there is no need for campers to bring food. If they must bring food, it needs to be healthy, whole foods. Campers will receive Breakfast, Lunch and afternoon snack.
- **Nuts:** We are a Nut-free Center due to common peanut allergies.
- **Weapons:** This includes pocket knives.
- **Animals**
- **Personal Sports Equipment:** The Y will supply everything each camper needs.
- **Toys:** Please do not send toys to camp.

**The Hot Springs Family YMCA is not responsible for lost, stolen, or damaged items. A lost and found table will be on site. Items not claimed by the end of the summer will be donated to a charitable organization.**

#### **Goals and Outcomes for Campers:**

**At the Y, we are for youth development, healthy living, and social responsibility. Our goal is to provide a safe summer full of fun and friendship, and also to intentionally plan developmentally appropriate activities for each age group. We want to engage campers in appropriate challenges to help them grow and make new memories while supporting their social and emotional development. As such, our goals for campers include:**

- 1. Friendships:** make and maintain friends
- 2. Independence:** apply problem-solving skills learned without help when appropriate
- 3. Problem-solving:** learn how to approach a problem and try different solutions, whether these be social or within a game or activity



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4. **Teamwork:** work with others to achieve a common goal, using good listening skills, utilizing one's own voice, and making compromises
5. **Citizenship:** feeling important within one's family, within our city, and at the Y
6. **Competence:** learn new skills and be able to share them with others
7. **Exploration:** try new things and allow yourself to be curious
8. **Confidence:** feel strong in one's abilities to problem solve or develop another skill
9. **Connectedness:** feel attached to camp, other campers, staff, and the Y

Central to our mission is to encourage campers to live by the Y's four core values: honesty, caring, respect, and responsibility. Our staff is dedicated to living by these positive values and mentoring our campers through teachable moments.

#### **Parent Responsibilities**

All application forms, application fees, and payments *must be returned to the YMCA at least two business days prior to their first day of camp.* All registration and medical forms *must* be completed in their entirety or your child will *not* be allowed to attend Summer Camp. This is DHS and YMCA policy.

**Changes in information:** Please notify the Camp Director immediately of any phone number, address, medical, or authorized pickup persons in writing. We cannot accept changes via phone.

**Involvement:** We encourage parents to discuss any questions or concerns about Summer Camp with us. Parents of enrolled children are allowed to visit the camp at any time without prior approval. Please stop at the office to sign in so that we know you are onsite.

**Communication:** Excellent communication is key for a successful summer for all of our campers, parents, and staff. Please share any information about behaviors we can expect from your child at camp so that we can be partners in preparing our staff to work effectively with your child. We will also send out newsletters, messages on the Remind app, and messages via email to keep you updated on happenings at camp. Please have a current email address on file.



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**Drop off/Pick up Procedures:** Please sign in your child at the front table when dropping off. At pick up time, please sign your child out with the staff member at the front desk before 5:30 pm. If you are late, you will be charged \$1 per minute for late pick up. All parents/caregivers are required to sign out the child with the time picked up.

If a parent is called to pick up a child during the day due to illness, unsafe behaviors, or other emergency, the parent or an authorized contact is required to pick up the child within thirty (30) minutes.

**Contacts:** If the primary guardians cannot be reached during an emergency, we will contact the authorized pick-up persons you listed on the registration form. Photo ID will be checked if staff do not recognize the individual picking up. Please keep in mind that some staff may be more familiar with a parent or contact than others, so it is always important for the person picking up to have a photo ID available.

In accordance with our policy on the release of children, if the parent(s) or person(s) authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the staff/supervisor in charge, the child would be placed at risk of harm, the camp will ensure that the child may not be released. Proper authorities will be called when warranted.

#### **Health Care Information**

Staff who are certified in CPR and First Aid are on-site each day and accompany campers on field trips to handle minor injuries and illnesses. It is important to inform us of all allergies or other medical concerns of your camper.

#### **Injuries**

If a minor injury occurs while at camp, your camp counselor will inform you at pick up time. If a more serious injury occurs, the parent will be notified via phone. If the injury requires medical attention, the parent will be asked to pick up the child immediately. Staff members are not allowed to transport a child to the hospital or doctor in their own vehicles.





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**In a medical emergency, staff will call 911 and then call parents immediately. If staff is unable to reach a parent, then the next person on the emergency contact list will be called until there is an answer.**

#### **Sunscreen/ Insect Repellent**

**Apply sunscreen on your camper in the morning before you arrive daily. You can place a small bottle of sunscreen labeled with your camper's name in their backpack to be applied after swim periods. Campers should not share sunscreen, since other campers may be prone to rashes from certain types of sunscreen.**

**If your camper needs to use insect repellent at camp on a daily basis or for outdoor trips, we ask that you send it to camp with Permission to Medicate Form with a labeled bottle or spray your camper before camp. This helps prevent campers spraying it themselves into their eyes or on others who may be allergic.**

#### **Illness Policy**

**PLEASE do not send your child to camp if they do not feel well in the morning. Colds and other illnesses are often contagious and can spread easily. If your child develops any of the following symptoms during the camp day, we will contact you, request that you pick your child up immediately and follow the guidelines related to your child's condition.**

**Please keep emergency names and numbers up to date and notify the Camp if you will be out of town.**

#### **May return after 24 hours' symptom free**

- \*Fever of 100.5 or higher**
- \*Two occurrences of diarrhea**
- \*Vomiting**

#### **May return with doctor's note**

- \*Sore throat**
- \*3 days of persistent cough**
- \*Meningitis**
- \*Shingles**
- \*Tuberculosis**
- \*Whooping cough**



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- \*Influenza**
- \*Hepatitis A**
- \*Salmonella**
- \*Giardia Lamblia**
- \*Lice or scabies**

**May return after 24 hours of treatment/rest and doctor's note**

- \*Red/inflamed eyes with discharge**
- \*Conjunctivitis (drops)**
- \*Fifth disease**
- \*Impetigo (cream)**
- \*Ringworm (cream)**
- \*Too ill to take part in activities inside or outside**
- \*Green, yellow or brown mucus from nose or mouth for more than 3 days**

**May return when there are no open sores present and doctor's note:**

- \*Undiagnosed skin rashes**

**May return after 2 days with medication and doctor's note:**

- \*Strep throat**

**May return after 3 days and doctor's note:**

- \*RSV**
- \*Coxsackie**

**May return after 4 days and doctor's note:**

- \*Rubella**
- \*Measles**
- \*German measles**

**May return after 6 days and doctor's note:**

- \*Chicken pox**

**May return after 9 days and doctor's note:**

- \*Mumps**



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**Please notify us if your child contracts a communicable disease so we can inform other parents. Sick days are not discounted or credited from the camp tuition.**

#### **Permission to Administer Medication Form**

**NO MEDICATION IS TO BE SENT TO CAMP WITHOUT PROPER NOTIFICATION. This form MUST be completed and accompany any medication (prescription and over the counter medications) your child may need to take while at camp. Medications are to be given to the Camp Director or Health Care Supervisor in the original container and labeled with the child's full name, medication name and dosage. All medications will remain at camp in a lock box except for emergency medication such as: inhalers, epi-pens or eye drops which are carried in the Senior Counselors backpacks and returned to the lock box at the end of every day. The Health Care Supervisor or Camp Director (or his/her designee) is authorized ONLY to administer medication in accordance with your signed Permission to Medicate Form. Non-prescription medications such as Tylenol & Advil will be administered ONLY with written authorization. If you give medication to your child before coming to camp, please inform us. This ensures that there will be no overmedication if a standing order exists.**

#### **Programming**

**All of our campers will have opportunities throughout the day to participate in activities with both their peer group and the camp as a whole. We carefully design activities to be fun, educational, and build camaraderie. It is our expectation that campers participate in offered activities and try new things. Staff will provide instruction, examples, and encouragement along the way.**

#### **Dress**

**Camp shirts are required on field trip days. Closed-toe shoes are also required since we will be active daily. Flip flops are only allowed around the pool, but they are not necessary to bring. Please label swimsuits and towels.**

#### **Outside Items**

**Since our camp provides all necessary supplies and food, bringing anything other than a swimsuit, towel, and water bottle is discouraged. All outside toys will be collected,**



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including electronics and cell phones. These items will be held in the office and can be picked up at the end of the day.

### **Swimming**

Our campers will participate in swimming on a regular basis in the indoor YMCA pool. Our pool is four feet deep across the entire pool. Lifeguards will always be present, and a summer camp staff member will always be present either in the water or on the pool deck. Staff members will always monitor dressing rooms to ensure the safety and timely dressing of all campers.

Swimmers are required to follow all pool safety rules and listen to both lifeguards and counselors. Rough housing and running on the pool deck will not be allowed.

Swimmers who are not skilled swimmers will be required to wear a lifejacket or sugar cube belt while in the water. Lifeguards will administer a swim test at the beginning of summer to determine who needs to wear a floatation device.

The goals of swimming are to develop a comfort level in the water, practice swimming, and of course to cool off in our hot Arkansas summers.

### **Outdoor Time**

Our aim is to provide every camper with at least one full hour outside every day. We want our children to develop a fondness for the outdoors, have a voice and choice in how they play with others, and get plenty of exercise and fresh air. All outdoor time will be supervised and provide a balance between structured group activities and individual, camper-led play.

### **FIELD TRIPS**

Our campers will take many field trips throughout the summer. All field trip permission slips will need to be signed in advance. Campers must wear their camp shirt on all field trips. Shirts will remain at camp and be washed and available for students to wear.

If your camper is in our Pre-K group, their field trips are limited to swimming and playground trips at the Y. They do not require a Magic Springs Pass. Please leave a labeled car seat at camp for use in our bus for their field trips.



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**Campers are expected to stay within their groups and follow all rules while on field trips. Campers who wander away from their group or otherwise jeopardize their own safety or the safety of the group may not be allowed to go on future field trips.**

**A rare and serious incident occurs when a child chooses to leave the center or his/her field trip group. This is very different from a lost child situation and is known as elopement. Children who run away force others into unsafe situations. The following steps outline how elopement issues are handled:**

- **After repeated attempts to call the child back to the group, the adult in charge will follow the child as long as it is safe to do so.**
- **Staff will notify police immediately of a runaway child and give his/her description and whereabouts.**
- **While running away, a child places the staff and other children at risk. This is grounds for expulsion from the program.**

### **Magic Springs**

**Throughout the summer, we will take weekly trips to Magic Springs for school age campers. Parents are required to purchase a summer pass for Magic Springs and have the pass processed before camp begins. This does not apply to Pre-K campers. Staff members will keep Magic Spring passes in their staff backpacks to minimize the risk of losing them. If a pass is lost, it is up to the parent to replace it. Discount code to purchase pass: HSYMCA**

### **Extreme Weather Days**

**On rainy days, we will spend more time indoors, but we will remain active within our gym and group spaces.**

**On very hot days (when the heat index is 90 degrees or above), we will have outdoor time in the morning and provide plenty of shade and water. We will monitor campers closely for signs of heat stress. We may reduce outside time due to heat.**

### **GENERAL INFORMATION**

#### **Special Needs of Campers**

**You will find our Y to be very flexible with our campers' needs. If your camper has special needs that we might be able to accommodate, please contact us in advance of**



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**the start of camp. We find that campers are most successful when we work together with our families in honest, open and collaborative partnerships and make mutual decisions to accommodate the special needs of our campers. Although we cannot accommodate every request, we will do our best to work with our community members on a case-by-case need. In compliance with ADA guidelines, the Y will make reasonable accommodations for special needs campers. If your child has an IEP or 504 at school, then caregivers must complete an Individual Care Plan (ICP) before camp begins. Please contact your Camp Director to arrange for a meeting to discuss these needs before you register for any of our camps to ensure we can accommodate your requests.**

#### **STATEMENT OF DISCIPLINE and EXPULSION**

**At the YMCA, discipline is viewed as a learning experience. Through interaction with caring adults, children acquire interpersonal skills such as the ability to work cooperatively with others and manage conflict situations. All of our staff are trained in Conscious Discipline methods.**

**The goal of our Discipline Policy is to correct a situation in a positive manner and separate the action from the child. Our staff encourages positive behavior and seeks to redirect children to other activities before problems occur and use positive reinforcement and redirection to encourage appropriate camp behaviors. If we need to become more firm, we may take the child aside and speak quietly but firmly with them, trying to explain that their actions are not appropriate and suggest another way in which they could make a better choice in this particular situation.**

**If there is an ongoing problem with a child, the Director may discuss the problem with the parent(s) to ensure positive reinforcement with the problem at home as well as at camp. If a serious situation occurs, such as your child injuring another child purposefully, taking into consideration the circumstances and the seriousness of the situation, the child may be suspended for a specific period of time. A conference with the Director may be necessary to create an action plan for improved behavior in our programs.**