2020 DAY CAMP
PARENT HANDBOOK

MAUI FAMILY YMCA
250 KANALOA AVE
KAHULUI, HI 96732
(808)242-9007
WWW.MAUIYMCA.ORG

Updated: 1/10/2020
Dear Day Camp Parents,

On behalf of the Day Camp staff, I would like to thank you for allowing the Maui Family YMCA to be part of your child’s intercession. Our goal is to provide a quality camp experience to the families in our community. We strive to ensure that you and your child will have a positive experience and build long lasting relationships.

Please take a few moments to read through this guide with your child. It will help familiarize you and your child with our policies and procedures as well as explain details about refunds, camp supplies, and more.

We realize you have a choice when it comes to you and your family’s recreational needs and we thank you for choosing the Maui Family YMCA.

We are looking forward to a great intercession!

Sincerely,

Brian Kawamoto
Youth Programs Director
Brian@mauiymca.org
MISSION STATEMENT:
To enhance the quality of life for individuals, families, and our community through programs that foster moral growth and build a healthy spirit, mind and body for all.

GOALS & OBJECTIVES:
Our cause is for youth development, healthy living and social responsibility. Our camp programs, as part of the YMCA, reflect these values and are designed to help our campers grow physically, mentally, and spiritually within a fun camp environment. Well-trained camp staff act as a catalyst for the development in your child as they lead the campers in challenging activities.

CHARACTER DEVELOPMENT:
At the YMCA, character development and values are a part of who we are. At our YMCA that means more than just activities. We believe character development is an important challenge for all of us – staff, volunteers, members, participants and parents – to accept and demonstrate the positive values of caring, respect, honesty and responsibility
REGISTRATION & ADMISSION:
Pre-registration is strongly recommended. As we have a limited number of spaces, enrollment is taken on a first come, first serve basis. We are unable to accept phone or faxed registrations. No child will be refused admittance to the program due to race, religion, or gender.
*If your child has special needs, please contact the Camp Director to discuss prior to registration.

Scholarships:
The YMCA offers financial assistance to those who qualify. Applications must be completed and turned in before camp starts. Please allow 2-3 weeks processing time.

Pro-rating Camps:
We believe that a true camp experience is a week-long experience (3 days or more). For this reason, we do not pro-rate camps.

Age Exceptions:
Campers must be the age indicated in the camp brochure by camper’s start date. Due to our licensing requirements there will be no age exceptions. Camps are designed with curriculum and programming for campers of a certain age.

Waiting Lists:
In the event that a camp fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available 3-5 days prior to the session start date.
**PAYMENTS & REFUNDS**

**Payments & Late Fees:**
- Payments are due in full on the Friday before the upcoming week.
- Payments will be considered late on Saturday and will be assessed a $25 late fee.
- In the event of a returned check, a $10 fee will be assessed and all future payments must be made by money order, cash or credit card.
- Payments will not be pro-rated due to absences or inclement weather.

**Refund Policy:**
- For a full refund, cancellation must be made at least 48 hours prior to the start date of program.
- A cancellation fee of $25 will be assessed if cancellation request is made after the start date of program.
- Cancellations after the end date of the program are non-refundable.

**Expulsion Policy:**
The YMCA reserves the right to end your child’s enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child’s enrollment termination is deemed necessary by staff, parents will be informed of reasons for termination.
Camp Operating Hours:
Monday—Friday
Closed in observance of Holidays
Drop-off begins at 7:30am
Pick-up ends at 5:30pm

Camp Location:
-Camp Moana in Kahului
   Maui Family YMCA
   250 Kanaloa Ave
   Kahului, HI 96732
-Camp Nalu in Kihei
   Kihei Elementary School
   250 E Lipoa St
   Kihei, HI 96753

A Typical Day at Camp:
Each camp is unique but follows similar schedules. Swim times may vary depending on what camp and location your child is attending. The following is a sample schedule:

7-8:30am: Camp arrival
   (board games, puzzles, balls, etc.)
8:30-9:00am: Morning announcements
9:00-4:30pm: Camp Activities
   (field games, swimming, indoor activities,
    group games, arts & crafts, water breaks,
    lunch, screen time, etc.)
4:30-5:00pm: Camp Cleanup
5:00-5:30pm: Camp departure
   (board games, reading/storytelling, etc.)

Specialty camps will have a half-day specialty format and a half-day traditional camp format.
**CHECK IN/CHECK OUT**

**Check In:**
The YMCA requires that all children are to be properly signed in by an adult and turned over to a YMCA staff person. This helps ensure the safety of your child. The YMCA does not and will not assume responsibility for children that arrive before the start time at any location.

**Check Out:**
Sign your child out when you pick them up from camp. Please bring a photo ID with you every day. Children will be released only to those on the authorized pick-up list specified on the child's information sheet. It is the parent's responsibility to notify the camp of any changes in authorization. Those picking up children should be prepared to show identification to the camp staff member upon request. No child will be released to anyone who is not authorized to pick up that child.

**Late Pick-Up:**
We close promptly at 5:30pm. For all children not picked up by the end of the program, a late fee of $1 per minute, per child will be assessed. Payment should be made directly to staff on duty, not the Welcome Center.

After your third late fee please note that you may be asked to withdraw your child from camp.

If you are running late, please notify the camp and attempt to make alternate pick-up arrangements.
Illness Criteria:
Children must be healthy enough to participate in the program’s daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

Please notify the YMCA if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify the YMCA within 24 hours or the next business day. In the case of a life-threatening illness, please notify the YMCA immediately. It is important for us to post a notice to other parents as soon as possible.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child’s emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

Your child may return to camp when they no longer present the danger of passing on their illness or communicable condition.
Accidents/Emergencies:
All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per the policies and waivers. Please be sure to keep these forms updated at all times.
If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

Children At Risk:
Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call the other parent
- Call another person on the child’s emergency contact list
- Call a nearby neighbor/friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.
WHAT TO BRING

PLEASE ADD YOUR CHILD’S NAME ON EVERYTHING THEY BRING TO CAMP

- Backpack
- Sunscreen
- Footwear
- Towel
- Swim Suit
- Change of Clothes
- Nutritious Snacks/Lunch
- Beverage

WHAT TO NOT BRING

All electronics (including MP3 players, PSPs, iPods, Cell Phones), Toys and Pets, or anything of high value.

The YMCA is not responsible for lost or broken items.
All Lost & Found items will be kept at the Maui Family YMCA. After two weeks, unclaimed items will be donated to a charitable organization.

The Maui Family YMCA assumes no responsibility for lost or stolen items.
Swimming:
Please send your child to camp with a swimsuit and towel EVERYDAY, along with a plastic bag for their wet suits. Although you will be provided with a schedule that indicates your camper’s swim schedule, sending your camper with his/her swim gear each day will allow them to participate in any activities in case of a schedule change.

Swim Test:
Children will be swim tested at the beginning of each session and grouped accordingly. The swim test will consist of swimming from the edge of the pool to the lane line using a recognizable stroke. The procedure is required to ensure safety in the pool. Successful completion of this test will allow the children to swim in the deep end of the pool during camp time. Those campers that do not pass the required swim test will be restricted to designated areas of the pool. No exceptions!

Water Safety Rules:
1. Keep rules in mind at all times.
2. Stay in assigned section of the pool.
3. No roughhousing in the water.
4. Do not dunk other swimmers.
5. Do not hold anyone under water.
6. Always walk.
7. No diving or jumping from the sides of the pool.
8. Get dressed quickly. Changing rooms are not play areas. Show courtesy to others in changing rooms.
Our Day Camp programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules.

The YMCA School Age Child Development programs have established rules, consequences and a zero tolerance policy on specific behaviors.

The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

**YMCA Rules:**
- Keep hands, feet, body and objects to yourself.
- Show respect to staff, others and self.
- Speak for yourself, not others.
- Do not willfully destroy YMCA property.
- Do not go anywhere without a YMCA staff person.
- Always clean up after activities.
- Have fun!
YMCA Consequences*:
- Verbal warning.
- Re-direction to another activity.
- Time away without activities.
- Parent notification at pick up time.
- Meeting with parent and behavior contract created.
- Notice of Suspension (1 Day), next day of care/without refund.
- Notice of suspension (3 Days), next 3 days of care/without refund.
- Conference with Program Director/Parent/Camper.
- Removal from program.

*Due to the seriousness of the behavior any step can be taken at any time.

Zero Tolerance:
- Inflicting physical harm on another individual.
- Verbal threats that may cause physical harm to another individual.
- Verbal threats that may destroy property.
- Possession of a weapon, controlled substance or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Camper does not stay within the boundaries of the camp (runs out of the program).

The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.
Day Camp Questions & Concerns:
Questions or concerns about the policies and procedures of the Day Camp program can be directed to any of the professional Day Camp staff at the Maui Family YMCA.

All questions will be answered in a timely manner.

For questions or concerns of the day to day operation of the Day Camp Program, you may contact the Youth Program Director:

Brian Kawamoto
(808)242-9007
Brian@mauiymca.org

Thank you for choosing the YMCA!