



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **PARENT CAMP GUIDE**

**Thank you for choosing the East Orange YMCA for your child's summer camp experience.**

Please read and share the information with your camper to familiarize them with camp policies and safety guidelines. Our goal is to provide a safe and rewarding summer filled with new adventures, friendship, fun and memories that last a lifetime. **The East Orange YMCA is dedicated to excellence in camping.**

**Welcome Center phone: (973) 673-5588**

**Website is: [www.eastorangeymca.org](http://www.eastorangeymca.org)**

**Goals and Outcomes for campers:** We're committed to high quality day camps that develop:

- **Social Skills:** make friends and maintain relationships
- **Independence:** rely less on others for solving problems and for day-to-day activities
- **Teamwork:** working in groups of peers
- **Confidence:** believe in their own success
- **Curiosity:** be more inquisitive, eager to learn new things
- **Responsibility:** accountable for their own actions and mistakes
- **Appreciation for Nature:** develop feelings of emotional connection toward nature
- **Problem-Solving Skills:** believe they have abilities to resolve problems
- **Summer Learning Loss Prevention:** keeping minds actively learning

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### **1. Mission Statement:**

#### **A. Strengthen community through youth development, healthy living and social responsibility.**

Our summer day camps are an integral component of the East Orange YMCA's mission, and provide a safe, fun-filled, day camp experience for each of our campers. We provide a safe and nurturing environment where campers make new friends and explore new activities. All of our camps remain focused on positive healthy development by helping build self-esteem, confidence and social skills – while increasing independence, and health and wellness awareness. Our diverse and highly capable staff are committed to providing our campers with skill development, innovative programming, an appreciation of the outdoors, and greater swim confidence.

Our Y is dedicated to 3 areas of focus including: youth development, healthy living and social responsibility. Our staff is dedicated to role modeling these positive values and mentoring our campers. Central to our mission is encouraging our campers to live by the four core values of Honesty, Caring, Respect and Responsibility.

#### **B. Diversity**

The YMCA welcomes families of every race, religion and ethnic group. We encourage parents to share about their culture, language and country of origin. The Y is made up of people from all walks of life that are joined together by a shared commitment to ensure that everyone has the opportunity to learn, grow and thrive.

## D. Camp Dates

**Mayor's Circle of Excellence Camp 7/1-8/1**  
**East Orange YMCA 6/24-8/23**

## 2. CONTACTS & COMMUNICATIONS

### A. Welcome Center (973) 673-5588

Executive Director: **Leah Greene**

Senior Program Director: **John Martin**

Welcome Center Admin: **Shirley Hodge**

### TRADITIONAL DAY CAMPS:

#### **Mayor's Circle of Excellence:**

Location: Lincoln Elementary School, Orange, NJ 07050

Director: Antinica Armstrong

Camp Phone: **862.438.1701**

Email: [aarmstrong@metroymcas.org](mailto:aarmstrong@metroymcas.org)

Camp Hours: 8:00am-5:30pm

#### **East Orange YMCA:**

Location: East Orange YMCA

Director: Kyldesha Harris

Camp Phone: **Pre-K- 973-651-6796**

**School Age 973.280.0674**

Email: [kharris@metroymcas.org](mailto:kharris@metroymcas.org)

Camp Hours: 8:00am-6pm

## Playerspace/InCare

### B. Camp Communication

**Communication is a terrific tool! Let's use it jointly to provide our children with a safe, nurturing and positive camping experience.**

Pro-active communication from both camp and home helps to ensure a successful summer experience. You may receive calls throughout the summer from your Group Leader to communicate your child's progress. Calls may be made to inform you that your child hit a home run or passed a swimming level. A call will also be made to inform you of a behavior concern or incident that has happened. These calls are our attempt to inform, brainstorm, and work cooperatively with parents to ensure a successful camp experience for your child.

It is equally important that parents are pro-active in communicating with camp. We love receiving positive calls for the great things we do, but we also need to hear from you with concerns you may have. We cannot address a situation we do not know about.

You will receive a weekly Friday newsletter update with camp news, upcoming trips, weekly reminders and schedules from your Camp Director. We use Player Space/Incare as our main source of camp communication. If you choose to disable notifications from this service, we will not be able to send you weekly news or camp information. We also utilize a text message service via Player Space/InCare in the event of time sensitive information. Urgent information is posted on the front page of our website. Examples may include Rainy day plans for outdoor camps, phone lines down, etc.

**You can add additional emails and phone numbers under "Account Management". If you**

**find that you are not receiving emails, please email [playerspace@metroymcas.org](mailto:playerspace@metroymcas.org) with any questions.**

## 3. IMPORTANT INFORMATION

Prior to the start of camp the Camp Registration Forms must be completed, you will receive an invite via **Player Space/InCare**. Which is the platform used to gather all-important information – emergency contacts/authorized pick-ups, health history, required waivers. **If any information has changed, or changes during the course of the program, please update via the online platform and advise camp staff.**

### A. Media/Photography Policy:

A permission statement is included on your online camp registration forms allowing the Y to use photographs and media for promotional purposes. The names of campers are never included in our printed materials or online and further approval will be requested if your child is the primary focus of a media piece we would like to use. Any camper without permission for media use has been brought to the attention of the camp directors. If you have further concern, please put it in writing and give it to the Welcome Center and the Camp Director.

### B. Emergency and Alternate Pick-Up

**Contacts:** In cases of emergency, if after both primary guardians cannot be reached, we contact the additional people listed on your registration or Alternate Pick-Up forms that are authorized to pick-up your camper. Photo ID will be required if our staff does not recognize the individuals.

**C. Child Safety at Camp** Please read the note from our President/CEO at the end of this guide.

### D. Staff Code of Conduct

The Y has established conditions for staff to adhere to while remaining an employee. Please contact the Y if you see staff not adhering to these policies. Any violation of the Code of Conduct may result in disciplinary action up to and including termination. The Code of Conduct is attached at the end of this guide for your review.

### E. Statement of Discipline and Expulsion

Discipline at the East Orange YMCA is handled with much care and thought. We use two methods of discipline with our campers. First, we try to redirect the child by focusing their attention to an appropriate activity. Second, we use positive reinforcement. If a serious situation occurs, steps may be taken to suspend or expel a camper. The Y reserves the right to dismiss a child from camp whose special needs we are not able to meet or whose conduct is not in the best interest of the total camp. This is available for review at the end of this guide.

## 4. ADDITIONAL IMPORTANT FORMS

### A. 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 your child may need to take while at camp. Medications are to be given to the Camp Director, or Supervisor in the original container and labeled with 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 Sr. Counselor's backpacks and returned to the lock box at the end of every day. This form is posted on the camp web pages for your convenience.

#### B. Sign-In/Out Waiver

Parents are required to sign their campers in and out of camp each day on the camp roster. The Y is only responsible for campers who have been signed into camp by an authorized parent or those with a Sign-In/Out Waiver on file. **The Y will not call home to confirm camper absences.** Campers will not be released from camp without an authorized adult signature, or this completed form on file.

If your child is responsible enough to **walk to and/or from camp**, written permission is required and this form must be turned into the camp director or Welcome Center **2 days prior** to the first request is expected to occur.

This document is intentionally not posted. This form is available at our Welcome Center.

### 5. SIGN-IN / SIGN-OUT PROCEDURES

In accordance with our policy on the release of children, if the parent(s) or person(s) authorized by the parent for picking up campers 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 is not released to that individual.

#### A. Location

Camps have different locations for drop-off and pick-up. These will be communicated in a **Welcome/First Day of Camp Letter** the week before camp starts. This information is posted on your camp web page for your review.

#### B. Approved Pick-Up Contacts

All campers **MUST** be signed in and out daily by a parent/guardian or other pre-registered pick-up person. Review Alternate Pick Up Form and/or Sign-In/Out Waiver policies if alternate arrangements are needed. Those not listed on your online forms will not be allowed to pick-up your child from camp. Names listed as approved pick-up contacts may be asked to present identification upon arriving at the Y. Please bring identification. **(Policies may change due to Covid)**

### 6. CAMP HEALTH CARE INFORMATION

#### A. General Information

- A Health Care Supervisor, which is sometimes also the Camp Assistant Director, is at camp each day. Our Health Care Policies are reviewed annually by a licensed physician and all camps have several certified CPR/First Aid trained staff. All camp staff are trained in basic health procedures and blood born pathogen procedures. **It is important to inform us of all allergies to ensure the safety of your camper.**
- All camper health history and permission to treat sections of the registration form must be completed and signed. The NJ State Health Dept. requires that all campers have their "required" immunizations up to date. Contact the YMCA office for religious exemption forms.
- Each camp has a Health Care Center which can handle minor illnesses & injuries. Camp has an

affiliation with a local hospital and consulting physician. If a parent cannot be reached, emergency medical care shall be provided pursuant to the parental consent set forth in the registration. The Health Care Supervisor or Camp Director will be available to discuss concerns you might have about your child's medical condition. Please do not contact counselors directly regarding medical matters.

The Health Care Supervisor will contact parents in case of a head injury or any other injury requiring medical follow-up.

#### B. Overall Wellness of our Campers:

The East Orange YMCA takes Child Abuse Prevention very seriously. Staff and/or volunteers will conduct a visual health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening manner. Any questionable marks or responses will be documented. If emotional, mental, sexual, or physical abuse is suspected, it is the staff member's legal duty to report these concerns to the Camp Director immediately. If child abuse is suspected after an internal investigation, it is our legal responsibility to file an official report in accord with state child abuse reporting laws and in compliance with the YMCA's policies.

All information found during this procedure is strictly confidential. At NO TIME will information be discussed with campers, staff, or other persons, except to complete a proper assessment or to arrange intervention.

#### C. Camper Health and Well-Being

We ask your cooperation in order to provide a camp environment that promotes good health. Please check and be alert if your camper shows signs of red or irritated eyes, skin rashes, especially a rash that looks like an archery target circle, or complaints of itchy scalp or discomfort around the ears (lice).

The following guidelines outline the average terms and conditions under which an illness may be communicable. If you have additional concerns, please consult with your physician.

- If you are unsure if your child is well enough to attend camp, the best decision is for your child to **stay home.**

- **Do not** send your child to camp if they do not feel well in the AM. Colds and other illnesses are often contagious and can spread easily. If we feel a camper should not stay at camp, parents will be called. At the discretion of our Health Care Supervisor or camp director, an ill camper will not be allowed to go home on regular transportation. A parent must come to camp and pick up their child. Please keep emergency names and numbers up to date and notify the Camp if you will be out of town.

#### D. Illness Policy

In the event that your child has been diagnosed with an illness, please notify your camp director as soon as possible. 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.

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
- \*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

- A child who is taking antibiotics under the care of a physician is able to return to camp with doctor's permission after 24 hours of being on the medication.

**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.**

### **E. Injuries**

If a minor injury occurs during the day, an "ouch" report will be filled out and given to the parent. If a more serious injury occurs, the parent will be notified by telephone. If the injury requires medical attention, the parent will be asked to come to Camp immediately to pick up the child. Staff members cannot take a child to the hospital or doctor in their own vehicles.

In a medical emergency, the proper authorities will be called to transfer the child to the local hospital. The parents will be called immediately. If staff is unable to reach a parent, the next person on the family's emergency contact list will be called. A staff person will accompany emergency personnel and will stay with the child until a parent arrives. The permission to treat section of the camp registration form that all parents complete at the time of

registration will be brought to the hospital by the staff person.

### **F. Medications**

Give all medications to your Camp Director, Assistant Director, Coordinator, or Supervisor. Camp will secure and store all medications in accordance with ACA guidelines.

- All medications must be in properly labeled, **original containers**, with a note specifying dosage, time, frequency, anticipated duration of treatment, and dispensing directions.
- Permission to Administer Medicine Forms must also accompany any medicines brought to camp.

**Pharmacy labels are required on all prescription medications.** FYI: You can request two labeled bottles from the pharmacist. Supply sufficient amounts of medication to remain at camp. We will not send medications back and forth each day. At the end of the summer we discard all meds or if requested, you may pick it up on the last day of camp.

- Only 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 on a signed Permission to Medicate Form.
- 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.
- 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 a Permission to Medicate Form with a labeled bottle for the staff to apply. We recommend applying this at home before camp, especially if the purpose is for an outdoor trip with no swimming and need to reapply.

## **8. STAFF/CAMPER FAMILY RELATIONSHIPS**

The YMCA encourages a positive, cooperative relationship between families and Staff. However, this relationship is always professional, and MUST NOT extend beyond camp.

Instances of conflicts and uncomfortable situations could result from parents asking staff to baby-sit after camp hours. It is natural that parents want to employ the counselors that they most trust for their children. However, we must ask you and staff to strictly respect this important policy.

### **1. PROGRAMMING**

#### **A. General Camp Activities**

Camp activities vary between 30 and 60 minute blocks depending on the activity and camp. Campers move as a group to each activity, depending on the camp you chose for your camper. Weekly activities may include: sports, cooking, nature, arts & crafts, music, dance, drama, karate, chess, basketball, tennis, and outdoor play. Check your specific camp for activity details.

#### **B. Aquatics Programs and Swim Instruction**

Swim instruction is based on the YMCA Aquatics



Policy. Campers are tested & placed into swim groups based on ability within their first two days of camp. Campers are expected to swim every scheduled day unless you send notification otherwise. All camp staff is hired due to their desire to teach campers water confidence and swim skills and are trained in aquatic safety procedures.

Short free swim periods may be provided for school-age campers at the end of swim lesson periods. We ask for your help in encouraging your camper to participate in swim lessons at camp. Campers who do not participate in swim lessons will not be allowed to join free swim periods. Occasionally the Swim Facilities may close due to lightning, camper illness or accidents. If a pool closing does happen, other activities will be provided.

### C. Extreme Weather Days

Our philosophy is that a rainy day is a sunny day indoors. Our staff has prepared AWESOME rainy day activities. There will be special indoor group activities. Trips are generally followed through with if it is lightly raining in the morning. Also, always send your camper in with their normal backpack and swimsuit. Many rainy days turn into beautiful days!

We believe that on most summer days, campers can enjoy the outdoors if they are properly dressed. Plan accordingly for the extreme summer heat. We do not plan to stay indoors all day. We will keep campers hydrated and physical activity to a less strenuous level on these days. Many high heat day activities involve getting campers wet, which keeps them cool and having fun.

### D. Off-Site Trips

Parents will be notified when campers will be traveling off campgrounds. You will be informed if your camper will be coming home on regular bussing or coming home later in the evening if your camper attends one of our teen camps. Trips that return later will require campers to be picked up at the South Mountain YMCA facility. For the safety of all, campers and staff **MUST** wear their official Camp T-shirt when traveling offsite

## 9. GENERAL INFORMATION

### A. 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 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 members on a case-by-case need. Special accommodations may include: summer school needs, disabilities and behavioral needs. 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.

The Y reserves the right to dismiss a child from camp whose special needs we are not able to meet or whose conduct is not in the best interest of the total camp.

### B. Parent Visitations and Family Involvement:

The YMCA maintains an "Open Door Policy" for parent visits, meaning that any parent or guardian can visit Camp at any time. **Please be aware that your child will act differently when you are at Camp and may not get the same experience when you are there.** So although we encourage your visits, please be conscious of how your presence may disrupt your child's camp day, as well as the others in their group.

We offer a special visitation for some camps. You will receive a "Save the Date" email before the start of camp alerting you of the date and time. Meet and Greets are generally scheduled for preschool camps and camps with new facilities for orientation to camp.

Our programs are greatly strengthened by active family involvement. In addition to visiting camp during the day, there are other ways that a parent can become involved: field trips, volunteering for special events and becoming involved with the Y on a community level.

Some camps offer special events or shows for parents to attend. Parents, friends, and other campers are invited to these special performances. Additional information will be sent to you prior to these events via weekly communication. **(Policies may change due to Covid)**

### C. What to Bring/Wear to Camp Every Day

- Send your camper with a labeled, refillable water bottle every day. Our staff will stop at hydration spots to refill these bottles throughout the camp day.
- Apply sunscreen daily in the morning **BEFORE** you arrive at camp. You can bring a small bottle of sunscreen in your camper's backpack. Label with your camper's name. Campers who swim outdoors will be encouraged to re-apply sunscreen after swim or lunch periods. Let your camper know that this is for their use only and is to stay in the backpack until it is time to re-apply as others may be prone to rashes from certain types of sunscreen.
- Each child should have a **backpack without wheels**.
- Backpack should include a swimsuit (or underwear to change into, if your child wears their swimsuit to camp), a plastic bag for wet clothing and a small towel. Often, a rainy morning is followed by sunny weather. *Don't forget to put underwear in the camp bag!* Some camps (including YKnots) require campers to come to camp in their bathing suit with sunscreen applied. Check with your individual camp for requirements. This makes for a quicker transition and more time in the pool.
- Attire should be comfortable and able to get dirty. Most campers wear shorts, a t-shirt, socks, and sneakers. **SNEAKERS are the preferred footwear for camp.** Your camper will be running and playing all day. Minimally, **footwear must cover the toes with a back strap to prevent injuries and tripping. No sandals.** DO NOT send your child's favorite clothes to camp.

- Our staff wears Camp T-shirts every day except on special theme days. Every camper receives a complimentary Camp t-shirt. Campers must wear Camp t-shirts on all trip days.

#### D. Lunch & Snack

- Lunch and Snack are included in camp. A menu will be provided at the start of each session. Campers are able to pack their own lunch and snack if preferred.
- We are extremely conscientious about allergy-related issues. You **MUST** NOTIFY the camp office if your camper has any food concerns. **All East Orange YMCA Camps are PEANUT-SAFE which means no peanuts or nut products please.** To the best of our ability, every effort to be peanut-safe will be attempted.

#### E. Lost and Found

- **Label every item brought to camp** including shoes, hats, sunscreen, towels, water bottles and especially lunch. On a daily basis, labeled lost items are sorted and returned. Check that items brought home have your camper's name on them. If an item does not belong to your camper, please return it to camp.
- Your camper should bring home their camp bag each day. Wet items should not be left at camp.
- Camp is not responsible for lost or damaged personal items. **WE RECOMMEND THAT ALL VALUABLES BE KEPT HOME** (i.e. electronic devices, trading cards etc).
- At the end of the camp season, all unclaimed and unmarked clothes are cleaned and sent to a charitable organization.
- Hats are strongly recommended.

#### F. What not to bring to camp

- Children are **not permitted** to bring firearms, alcohol, drugs, tobacco, animals, or personal sports equipment to camp.

#### G. Extensions, Credits and Dismissals

Our Y has always been flexible with the needs of our families. However, to ensure the safety of all campers in our care, there are times we cannot be as flexible. We look forward to having our campers request to stay at camp for more weeks than originally expected. If you would like to extend or make changes to your child's summer camp experience, you must notify the main office in writing before noon on the Wednesday prior to the week you wish to extend your camp stay with us. We will confirm group openings and transportation availability and we will notify you as soon as possible if we can accommodate your request. Fees for extensions must be paid in full before the start of the extension week(s).

- **Please note** that our Camp Counselors cannot make changes to your child's camp registration – or honor requests. All requests must be communicated in writing to our Welcome Center via email [ewelcome@metroymcas.org](mailto:ewelcome@metroymcas.org) for approval.

- The Y reserves the right to dismiss a child from camp whose needs we are not able to meet or whose conduct is not in the best interest of the total camp with no refund.

- **NO refunds** are given after the camp payment deadline. Your camp spot may be jeopardized if you do not pay in full by this deadline or communicate to us your payment needs as we have many wait lists for our sessions.

#### H. Camper Guest Policy

Campers may not bring friends or siblings to camp. Insurance regulations require us to adhere strictly to this rule.

#### I. Feedback/Evaluations

**Your feedback is important to us as we continue to strive for excellence in camping.** As parents, your feedback is vital to our continued growth and success. Information you learn from your campers can only help us if it is shared. At the end of our camp season, we will email a parent summer evaluation online survey for you to complete at your earliest convenience. Please call us at any time if you have suggestions for improving our program.

#### 10. STAFF

The East Orange YMCA hires mature personalities who are experienced and younger staff who are moldable to work at our summer day camps. We expect our staff to be positive role models that our campers will look up to. Our summer staff is composed of high school, college and graduate students, as well as teachers and coaches from our local school systems.

The Camp Directors at the East Orange YMCA are year-round employees who start working on camp planning the day after camp ends the previous year. They participate in year-round professional development and are always discovering new ways to make the camp experience for your camper safe and fun.

All camp staff have extensive training for weeks before camp starts totaling over 30 hours. Our basic training motto is simple: **KEEP OUR CAMPERS SAFE WHILE HAVING FUN (AND IN THAT ORDER)!** Staff is trained in many areas of safety by risk management professionals and online courses including: Aquatic Safety, Playground Safety, Trip and Transportation Safety, Camper Safety and Supervision, Emergency Procedures, Dealing with Possible Intruders, Prevention of Lost Campers and Lost Camper Drills, Health Orientation, First Aid/CPR and Child Abuse Prevention.

Staff is also trained in the following topics to ensure your camper has a fun experience as well: Positive Discipline, Summer Fun Camp Activities, and Inclusion at Camp, Interactive Workshops, Outdoor Living Skills, Youth Development, Swim Lessons, and Games Trainings.

#### 11. STAFF APPRECIATION POLICY: 'TIPS' ABOUT 'TIPS'

How you say thank you is a very personal and subjective decision. Our policy is to recommend that you follow the **Golden Rule** and "Do unto others as you would have them do unto you".

It is always nice to say thank you for a job well done. The question to be asked is, "How well was the job done?" Some people do an acceptable job, some do a great job, and we hope that the East Orange YMCA Staff does an AWESOME job! If a group counselor, swim instructor, or other staff member has significantly impacted your child's summer experience – a "thank you" is always a nice expression of appreciation.

Tipping our staff is not required, nor expected, nor encouraged. Our staff is informed upon hiring of our policy not to accept gifts from members or vendors other than those with minimal value. Any employee receiving gifts from members or vendors with a value in excess of a \$100 must advise the President/CEO. Following up with your Camp Director to let them know about your experiences is always helpful both during and after your summer camp experience with us. Allowing us the opportunity to correct or reward staff behavior during camp benefits everyone, especially our campers.







## Child Safety at Camp

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Dear Parent:

We thank you for placing your trust in the Metro YMCAs of the Oranges and South Mountain YMCA Day Camps. Our core values of caring, honesty, respect, and responsibility are part of everything we do. Because of this, we place great value on creating the most child-safe environment possible. The purpose of this letter is to educate and engage you in our approach to child safety.

To keep children safe in our programs, we utilize the following steps in our pre-employment screening and employment practices for all staff:

- Detailed employment application and voluntary disclosure forms
- Comprehensive reference checking and interview process
- Criminal and sexual background records checks
- Comprehensive training including child abuse prevention, camp, playground, transportation and aquatic safety.
- Confidential reporting system for grievances, safety concerns, etc.

Safety is our primary concern at the Metro YMCAs of the Oranges. We have policies in place so that all interactions between staff and children are monitored and supervised by others. It is important for you to know that our staff sign and are accountable to our Code of Conduct.

Our Code of Conduct requires that Staff and Volunteers:

- Are never to be alone with a single child where they cannot be observed by others.
- Should never leave a child unsupervised.
- Are not allowed to transport children in their own vehicles.
- May not be alone with children they meet in YMCA programs outside the YMCA (this includes babysitting, sleepovers, inviting children to homes, etc.).
- Should not give excessive gifts (ex. Video games, TV, jewelry) to youth nor be exclusive.
- Shall not abuse or neglect a child in any way, physically, verbally, sexually or mentally.

With this being said, I am asking you to assist us in maintaining the safe environment we have long enjoyed at our YMCA. First, educate your children about appropriate and inappropriate physical, verbal and emotional contact whether it is peer-to-peer or adult-to-child. Make sure that your child knows that if they experience any inappropriate actions at our YMCA (or elsewhere) including e-mail, blogging, texting or phone calls, that they should alert you immediately. Please let your child know it is important to tell you about these kinds of activities and that they will be believed and will not be considered to be at fault.

Next, if you know of or if your child relates to you any behavior you consider being in-appropriate, please call Washima Redding, Executive Director at the East Orange YMCA at 973 673-5588 or [wredding@metroymcas.org](mailto:wredding@metroymcas.org) and we will treat the matter confidentially and urgently.

We pride ourselves on open and honest communication. To that end, we want to give all responsible adults an opportunity to reinforce with our children what is and what is not appropriate behavior.

Thank you for entrusting us with the care of your child. We hope to provide you both with a wonderful and safe experience this summer.

Sincerely,

**Rick Gorab - President/CEO**  
The Metropolitan YMCA of the Oranges  
304 South Livingston Avenue





## Code of Conduct for All Staff and Volunteers

### Employee Conduct with Children and Youth

A foundational commitment of the Y is to provide a healthy atmosphere for the growth and development of children. Families entrust their children to the Y's care, and our promise to these families is that we will provide a safe environment in which all participants are treated in a caring, honest, respectful and responsible manner. This includes all dealings with the community, inside and outside of the workplace (both on and off duty).

- At no time during a Y program may an employee be alone with a single child where he or she cannot be observed by others. Employees should position themselves in such a way that other employees can see them.
- Employees shall never leave a child unsupervised.
- Restroom supervision: Children who are participating in Y programs are not to be sent to bathrooms without a Y employee present. (The buddy system or three children together is not acceptable). Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection of staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other offsite locations.
- Employees should conduct or supervise private activities in pairs; e.g. diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
- Employees shall not abuse or mistreat children in any way, including: physical abuse: striking, spanking, shaking, slapping, etc.; verbal abuse: humiliating, degrading, threatening, etc.; sexual abuse: touching or speaking inappropriately; mental abuse: shaming, withholding kindness, being cruel, etc. and neglect: withholding food, water, or basic care.
- No type of child abuse will be tolerated. Any abuse by an employee will result in disciplinary action, up to and including termination of employment.
- Employees must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Employees will have age-appropriate expectations and setup guidelines and environments that minimize the need for discipline. Physical restraining is used only in situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
- Employees will conduct a visual health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening manner. Any questionable marks or responses are to be documented.
- Employees will respond to children with respect and consideration and treat all children equally, regardless of gender, race, religion, culture, disability, or economic level of the family.
- Employees will respect children's rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say "no". Other than diapering, children are not to be touched on areas that would be covered by a bathing suit.
- Employees will refrain from intimate displays of affection toward others in the presence of children, parents, and other employees.
- Employees will not transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
- Employees are role models to children and therefore must appear clean, neat and appropriately attired.
- Being under the influence of alcohol or drugs, as well as smoking or the use of tobacco in the presence of children or parents, during working hours is prohibited.

- Using Y computers/devices to access pornographic sites, send emails with sexual overtones or otherwise in appropriate messages, or development of online relationships is not allowed.
- Profanity, inappropriate jokes, displays of intimate affection, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other employees is prohibited.
- Outside the Y, Employees may not be alone with children whom they meet in Y programs. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Employees will not initiate contact with or respond to contact initiated by a program participant outside of approved Y activities. Employees will not accept supervisory responsibility for participating children outside of Y approved activities. Any exceptions require written explanation before the fact submitted to the Executive Director and are subject to prior approval from the Human Resources Department.
- Employees must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
- Employees are expected to be positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy and tact. Employees will act in a caring, honest, respectful and responsible manner consistent with the mission of the Y.
- Employees may not single out children for favored attention and may not give gifts to youth or their parents. Gifts around celebrations and holidays are to be shared with all participants.
- Employees may not date program participants who are under the age of 18.
- Under no circumstances should employees release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (authorization on file with the Y).
- Employees, who have access to confidential information during the course of work, have an obligation not to disclose that information to other employees, members or persons, within or outside the Y.
- Employees are to report to their supervisor or next level of supervision anyone who violates any of these rules.
- Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend trainings on the subject, as instructed by management.
- Staff members are required to fully cooperate with any investigation by the Y, any law enforcement agency or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination.



## **EAST ORANGE YMCA STATEMENT OF DISCIPLINE and EXPULSION**

Discipline at the East Orange YMCA is handled with much care and thought. The goal of our discipline is to correct a situation in a positive manner and separate the action from the child. Our philosophy is that no child is ever a "bad child", but perhaps he/she did not, at a given moment, make very good choices for his or her actions or behavior.

We use two methods of discipline with our children. First, we try to redirect the child by focusing their attention to an appropriate activity. Second, we use positive reinforcement with all children. 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 lead staff member may discuss the problem with the parent(s). Usually, this helps the child's behavior because he/she will be receiving positive reinforcement with the problem at home as well as at the program. If a serious situation occurs, such as your child seriously injuring another child purposefully and depending on the circumstances and 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.

Striking/Hitting, Leaving the Facility Without Permission, Sexual Content, Stealing, Threatening, Excessive Swearing, Non-Payment, Continuous Late Pick-ups, Bullying (including verbal and physical abuse), Parental Harassment of staff or someone else's child, Continuous Disruption of the Program, and Repeated Serious Episodes of Inappropriate Behavior are actions contrary to proper YMCA behavior goals and will be looked upon as cause for termination with no refunds of program fees. This will be communicated to you, in writing, with sufficient time for you to make alternative child care arrangements.

As per the Metro YMCA of the Oranges Staff Code of Conduct, staff shall not abuse or neglect the children in our care. A child will never be deprived of food, struck, name called, threatened, or ridiculed. No child will be isolated or left unsupervised at any time.

The staff at the East Orange YMCA gives each child love and acceptance that is unconditional as well as guidance to learn and grow in a happy and positive way. The Y reserves the right to dismiss a child from camp whose special needs we are not able to meet or whose conduct is not in the best interest of the total camp.



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FOR HEALTHY LIVING  
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## East Orange YMCA Bus Travel Rules

All transportation of campers will be done by a licensed, contracted bus company. Campers are not to be driven in personal staff vehicles, unless an unforeseen and unavoidable emergency arises upon the director's request.

A minimum of 2 counselors, unless special permission is granted, are to ride with the campers acting to maintain safety and order at all times during pick-up/drop-off routes. Longer trips will require that accredited and/or license age-appropriate ratios of staff to children is ensured. Every effort must be made to ensure the safety of all passengers.

Counselors are to spread themselves out in the bus, not all sitting in one area. A counselor should always be seated at the rear emergency door and is responsible for making sure all children get off the bus at the end of the trip. The counselor sitting nearest the bus driver will be responsible for checking that there is a first aid kit and a fire extinguisher on board.

Passengers are to remain seated at all times with their seat belts on when the vehicle is in motion, walking about only when getting on or off at a designated stop. A counselor should exit first before the campers are allowed to leave the bus. EVERY EFFORT MUST BE MADE TO ENSURE THE SAFETY OF ALL PASSENGERS.

The Senior Counselors take attendance as the children board the bus. A designated Bus Leader will count all heads on the bus, including staff to ensure the return of all guests. The bus will not move until all campers are accounted for and seated with their seatbelts buckled. Senior Counselors are responsible for bringing the health and permission-to-treat forms with the group on all trips.

A COUNSELOR IS NEVER TO BE LEFT ALONE WITH A CAMPER ON THE BUS OR ANY OTHER TIME as part of YMCA policy. All staff is trained in safety responsibilities and group management.

### **General Bus Rules**

1. Buses may not be filled over capacity and everyone must have their own seat and seatbelt.
2. No camper enters the bus until their name is called from his/her class attendance sheet by the Senior Counselor who will also recount upon entering the bus and bring all health forms.
3. The Bus Leader must count heads of all campers and counselors on the bus.
4. The campers and staff must wear seat belts.
5. No standing is allowed on the bus while in motion.
6. No throwing objects from the bus.
7. No arms, head, or any body parts are to be hanging out of the windows.
8. No garbage or food is to be eaten or left on the bus.
9. All buses and staff vehicles, if necessary, must follow the convoy travel procedure when traveling together on trips
10. Bus safety and emergency procedures must be reviewed on the first trip of each session.
11. A list of individuals on each trip will be readily available on each bus and at the Y office.

### **Accident Procedures**

If an accident were to happen, the following steps should be taken:

1. One staff member who is certified in CPR/First Aid shall care for the injured.
2. A second staff member should supervise the uninjured.
3. The Bus Leader, who has access to all emergency information regarding staff and campers, should notify the Camp Director of the accident as soon as possible to inform the parents.



4. One of these staff members who witnessed the accident will be responsible for filling out the Accident Report with all witness information as soon as possible.