



YMCA-YWCA OF WINNIPEG DAY

CAMP

HANDBOOK



Dear Parents & Guardians,

Camp should be one of the most exciting times in a child's life. The YMCA-YWCA of Winnipeg (Y Winnipeg) understands the benefits of a positive camp experience - making new friends, learning new skills and understanding more about oneself and the world around them; that's what it is all about! Whether they're discovering their inner artist during craft time or developing their basketball skills in the gym, campers will play with purpose at the Y!

As part of a global movement that stands for youth development, your child is entering a truly unique and special day camp program and like you, we want a safe and fun-filled time. To ensure that your child's experience is a positive one, this handbook is designed to help you prepare and plan for the exciting week(s) ahead.

Thank you for entrusting us with your child's care. We're glad you've chosen to spend your break with us, and you have our commitment to do our very best. Together, we look forward to a terrific camp week (or weeks) ahead!

See you at camp!

- Your Y Winnipeg Day Camp Team



The "Y" Difference

As with all Y programs, we use day camp as a tool to develop the potential of youth, especially in the area of character development. For kids to discover more about what makes them unique, as well as how strong values lead to a more enriched and fulfilling life, day camp is a vital part of the mission of Y Winnipeg.

Y Winnipeg's day camp program strives to provide a positive atmosphere of safety, support and care for each individual child while allowing for personal growth and development in spirit, mind and body.

The goals of the Y day camp program include:

- Develop self-confidence and appreciation of your self-worth as an individual.
- Celebrate and value the differences of all persons and strive for an environment of inclusiveness and tolerance.
- Provide opportunity for all individuals to participate in recreational activities regardless of skill or ability
- Challenge each camper to accept and demonstrate Y Winnipeg's values of caring, honesty, respect, and responsibility.
- Foster a positive atmosphere that encourages fun, laughter, and play!

Our dedicated day camp staff place the highest priority on safety, the camp experience and development of your child.

Our Core Values

At Y Winnipeg day camps, we promote and demonstrate the following four (4) core values:

Caring	Acting with compassion and concern for the well-being of others
Honesty	Demonstrating integrity and trustworthiness.
Respect	Recognizing and protecting the inherent worth of self and others.
Responsibility	Being dependable and accountable for choices, actions and commitments.

Core values are used to promote positive behaviour and are a reminder of what we value as a camp community. The **Values Bead Recognition Program** is designed to reward and celebrate campers that demonstrate these core values through their routine, everyday interactions.

Different coloured beads represent each value and are awarded regularly throughout the day:

- **Caring – Red**
- **Honesty – Blue**
- **Respect – Yellow**
- **Responsibility – Green**



From field games to sports and swimming, there is tremendous opportunity at camp to put these values into action!

Inclusion at Camp

We believe children of all abilities deserve exposure to an environment and experiences that promote growth in all areas of development. At Y Winnipeg, all children are welcomed into our programs. When children who require additional support enter our programs, we will make every effort to support the child along with their families.

Inclusion Staff

If your child requires an Inclusion Staff Support, we welcome them into our camp program. An Inclusion Staff Support person can be a family member, friend, or an individual sourced through an organization who is acquainted with the individual's needs and preferences.

All Inclusion Staff attending one of our camps must meet with the Day Camp Coordinator prior to the start of camp to go over a letter of agreement, camp schedule and expectations.

All Inclusion Staff attending camp must provide:

- Child Abuse Registry check
- Criminal Record check (if over the age of 18)
- Or work for an organization that confirms they have already provided these documents

Inclusion staff will be supervised by the Y Winnipeg day camp team and are not responsible for the care of other campers.

Program Overview

To help you understand a little of what goes on at day camp, here is a brief overview of our program offerings, including a glimpse into some of the activities and how your child's day is structured.

Y Winnipeg offers four (4) camp streams:

- 1) Day Camp
- 2) Kinder Camp
- 3) Swim Camp
- 4) Specialty Camps

Day Camp is available for children aged 6 to 12, while Kinder Camp is for children aged 4 to 5. Both programs provide a balance of activities and experiences (swimming, sports, creative play, songs, gym games), encouraging campers to discover new skills and talents. Throughout the summer season, different themes are woven into the overall experience – making each camp week unique! Swim Camp builds on the day camp experience, incorporating progressive 30-minute swim lessons into the schedule. Lessons are facilitated by certified swim instructors, helping campers to advance their skills and build confidence in the water. While Specialty Camps are dedicated to exploring specific interests and passions, like basketball or art.

All children are divided into age-related groups. Day camp ratios are designed with the camper's safety, age and experience in mind. Most activities focus on small groups of peers, which encourages the development of close friendships, and are carefully planned for the week to meet the needs and interests of camp participants.

Our Y Day Camp Recipe for Success:

New Friendships
Swim & Gym Time
Adventure & Exploration

Great Leaders
Creative Play
Off-site Excursions

Character Development & Teambuilding
Outdoor Games
FUN!

Your Child's Counsellor

Y Winnipeg strives to hire enthusiastic, child-focused staff seeking to be positive role models in the lives of children. All camp staff are certified in First Aid & CPR and must complete a Criminal Record check, Child Abuse Registry check and Character Reference checks. We take pride in our staff and provide training that covers topics like program planning, behaviour modification, health and safety, and camper supervision.

Recreational Swimming

Swimming is an important part of the day camp program. Campers will swim throughout the week and to ensure the safety of all participants the following practices are adhered to:

- **Children 7 and under are required to wear a personal floatation device, regardless of their swimming ability.**
- Children 8 and older are required to wear a personal floatation device in the pool unless they can demonstrate appropriate swimming ability.

Off-site Excursions

During the summer season, campers 6-12 years are treated to an off-site excursion at one of Winnipeg's many local attractions. While Kinder Campers (4-5 years) will be treated to an in-house, fun-filled theme day at camp. All excursions are inspired by the weekly theme and are subject to change. Campers are transported by bus and closely supervised. Counsellors carry a basic First Aid Kit with them at all times and in case of emergency, Day Camp Coordinators carry a phone with them when away from the branch. There are no additional costs. Destinations will be communicated on the first day of camp.

Dress-up Day

Every Thursday at camp is dress up day! Dress-up day is based on the theme of the week and campers will enjoy a fun-filled day of theme-based activities. The dress-up day challenge will be posted at the sign in table, at the beginning of each week.

Packing List

Each day your camper should bring a backpack with following items:

- Hat
- Weather appropriate outdoor clothing
- Indoor running shoes & an extra pair of socks
- Swimwear, a towel & a plastic bag for wet stuff
- SPRAY Sunscreen (min. SPF 30)
- Bug repellent (spray form only)
- A bag lunch* with ice pack (no nut products, no money) *Fridge & microwaves are not available
- Refillable water bottle

Please do not bring money, toys, electronic equipment, water guns or valuables. These items are deemed inappropriate and if found, will be held by the counsellor until the end of the day.

Lost and Found

Y Winnipeg is not responsible for lost or stolen items. Please label all items with your child's first and last names. All lost and found items will be on display during pick up of that week. At the end of the camp week, the lost and found items will be held for an additional week. If not claimed, the items are donated to a local charity. If items are clearly identified with the owner's full name, we will attempt to contact the parent/guardian to arrange for pick-up.

Lunch & Snack

Due to the severity of some children's allergies, day camps do NOT allow nut or nut products.

Daily lunches and snacks including beverages should be brought in a bag or lunch box. All lunches and snacks must be packed with non-perishable foods as children will not have access to a refrigerator or microwave at camp. If a camper brings a cooler, they will be responsible for carrying the cooler. Campers will have the opportunity to have a morning and afternoon snack. Please pack both.

Healthy, litter-free lunches

We need your help teaching campers the importance of health and responsibility. Campers should have healthy, nut-free lunches that will provide them with the nutrition they need to participate in an action-packed camp day! In an effort to be environmentally responsible, we encourage families to pack a litter-free lunch including non-disposable water containers for their campers.

Camper Health & Safety

First Aid & Medical Emergencies

Your child's safety is our first priority. Day camp staff are trained and certified in First Aid and CPR and all counsellors carry a basic First Aid kit to address minor injuries and ensure your child can enjoy the rest of their day.

In a medical emergency, we reserve the right to call emergency medical services and/or arrange for your child to be transported to the nearest hospital. We will also make every effort to contact you or your authorized/emergency contact(s), and will stay with your child until you arrive.

Illness

For the health and welfare of all campers and staff, campers are required to be in good health in order to attend camp. Unexpected illness is a reality for all families with children in group care, including camp. Please plan ahead and have back up care for emergencies. If your child will not be attending camp, please take a moment to let us know. If your child becomes ill while at camp, we will make your child as comfortable as possible and contact you to pick them up. If we cannot contact you, we will contact your designated emergency contacts.

Medication

If a camper requires medication, we ask that you give it directly to the on-site day camp leadership team. All medication must be in the original container with child's name and specific instructions clearly marked. Please update your ePACT health form online with information regarding medication (*see Camp Registration section for information on the use and functions of ePACT*). Medications that require immediate use, such as an asthma inhaler or Epi-pen, must remain with the child, in a separate pouch or fanny pack, at all times.

Daily Sign In/Out

Before and After Care is available at no additional charge for most of our camp programs from 7:30 am – 9:00 am and 4:00 pm to 5:30 pm. Each camper must be signed in and out of camp each day with the supervising counsellor. If your child is getting dropped off late or picked up early, please make arrangements with your on-site day camp leadership team.

Please be prepared to show photo I.D. when arriving to pick up campers. Only a parent/guardian or an authorized adult will be allowed to sign out campers at the end of the day unless alternative arrangements are made in writing. If your child is unable to attend a day of camp, please notify us.

There is a \$5.00 charge (per family) for each 5 minutes past 5:30 pm. The additional charge is payable to the YMCA-YWCA of Winnipeg at the time the child is signed out.

Failure to Pick-Up

If a child is not picked up by closing time (5:30 pm), day camp staff will contact parents/guardians and emergency contacts. If after 30 minutes staff are unable to reach anyone, an All Nations Coordinated Response (ANCR) will be notified.

Custody

If a custody agreement or court order is in place for your child, a copy must be on file with Y Winnipeg. Staff will act in accordance with this legal document.

Duty to Report

In Manitoba it is everyone's legal obligation to protect children. The law requires that any suspicion of child abuse (neglect, emotional, physical, sexual) must be reported to the Child and Family Service's All Nations Coordinated Response Unit (ANCR). This responsibility involves identifying and reporting a child who is or might be in need of protection. The YMCA-YWCA of Winnipeg recognizes its responsibility to promote safe environments and practices to protect children and vulnerable persons.

Behaviour Management

We strive to provide a safe, positive camp experience for all campers. To do so, it becomes necessary to set expectations and guidelines which all campers and staff can follow. When expectations are not met, it is essential to provide some form of consequence and understanding to prevent future problems. The overall safety of all campers is always our highest concern.

The following process will be used to resolve conflicts as they arise. No step, whenever possible, is passed over:

1) Reasoning

Every effort will be made to help the child understand the inappropriateness of their behaviour. When conflict is child to child, every effort will be made to facilitate reasoning between campers.

2) Removal from Specific Activity

When reasoning has been pursued and the behaviour has not changed, staff will remove the camper from the activity for an appropriate amount of time.

3) Child/Day Camp Coordinator Conference

When a staff member is not successful in modifying the behaviour, the Day Camp Leadership team is consulted and may choose alternate discipline measures.

4) Child/Parent/Day Camp Leadership Conference

If the parent/guardian needs to be formally involved, specific behaviour changes with specific consequences will be outlined and agreed upon with the child, parent/guardian and Day Camp Leadership team.

5) Removal from the Program

If the above steps have not resulted in the desired behaviour, the parent/guardian will be asked to remove their child from the program. No refund will be provided.

We value your partnership and will make every effort to maintain open communication with you regarding your child's behaviours. If you have concerns regarding your child's camp experience, please notify your on-site Day Camp Leadership team so we can work towards a better experience for you and your child.

Camp Registration

ePACT

ePACT is a secure emergency network that Y Winnipeg uses to collect medical and emergency contact information electronically. ePACT maintains the same levels of security as online banking, and limits access only to the administrators we assign for enhanced privacy. ePACT replaces paper forms to make it easier for families to share emergency information.

Families will receive an email invitation to share information with us via ePACT. Follow the instructions to create, or log into your account, and enter the required information. You can update your information at any time, and we will automatically be notified. Children will only be permitted to sign into camp if their ePACT file is complete.

Photography/Video

Photos and videos help us capture moments that share the impact of the Y in the communities we serve via social media, website and other promotional materials managed by YMCA-YWCA of Winnipeg. Prior to the first day of programming campers parents and/or their guardians have the option to agree or decline to our photography consent and release. This information is then shared with day camp counsellors and supervisors. The photography consent and release form is found within ePACT, where families provide camper's medical and emergency contact information. Only children and families who provide photography consent will be captured in photographs.

Cancellations/Absences

Cancellations must be received in writing no later than 14 days prior to the start of the day camp program in order to receive a full refund (less a 20% fee). No refunds will be provided for cancellations submitted after the deadline. All fees are non-transferable. No discounts or refunds are issued for missed days.

Financial Assistance

We believe all children deserve the opportunity to experience camp. That's why, as a charity, the YMCA-YWCA of Winnipeg offers assistance to those whose current financial situation may limit their ability to participate in our programming and camps.

To learn more about and to apply for financial assistance please visit us at any branch location.

Contact Information

Downtown

301 Vaughan St
204.947.3044

Elmwood-Kildonan

454 Kimberly Ave
204.668.8140

South

5 Fermor Ave
204.233.3476

West Portage

3550 Portage Ave
204.889.8052

Email: info@ymanitoba.ca

Should you need to contact day camp staff during camp hours, please call the Y Winnipeg branch where your child is attending day camp. Staff will relay your message to the Day Camp Coordinator who will return your call at their first opportunity.