



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

YMCA CAMP Y-KODA  
W3340 Sunset Road  
Sheboygan Falls, WI 53085  
P: (920) 467-6882  
[sheboygancountyyymca.org/camp-y-koda](http://sheboygancountyyymca.org/camp-y-koda)

## **VISITOR POLICY**

At Camp Y-Koda we ensure policies and procedures are in place to ensure the safety of the children, as well as all employees, when we have visitors on-site. We ask for co-operation from staff, pupils, parents and visitors.

- **Parent/carers and visitors who do not have a registered fingerprint**, are required to visit the camp office located in the door closest to the pool. We ask all visitors to sign to know who is on the property at all times.
- **Any visitors on site who are not recognized**, or who are not appropriately badged should be politely refused entry into any facility and continue to walk the camp property.
- **Camp Y-Koda and the Sheboygan County YMCA reserves the right to refuse entry or terminate a visit at any time.**
- **All visitors are required to arrange a visitation time and date with the camp office.** The Office telephone number is: (920) 467-6882 and also located on the camp website and publicity materials.

### **PROCEDURES**

- **Any visitors to the camp are required to visit the camp office upon arrival.** Visitors will be asked the purpose of the visit or whom they are coming to see and to provide identification. The visitor is required to sign-in on the "visitor clipboard" at the camp office.
- **The following information is required to be logged & provided:**
  - Date
  - Time In
  - Time Out
  - Name of Visitor (first and last name)
  - Reason for Visit

### **DURING THEIR VISIT, VISITORS WILL BE ASKED TO:**

- Wear a name badge provided by the YMCA Staff
- Either be accompanied by an employee or remain clearly visible to an employee at all times while the visitor is on the premises depending upon the purpose of their visit. Please see page 2 for information on degree of access to children.
- Any visitor considered to be under the influence of alcohol or drugs will be asked to leave the premise and escorted off site.
- If an unexpected visitor has no suitable reason to be on the premises they will not be granted access and be asked to leave immediately and escorted from the premises.
- If the visitor refuses to leave, the police will be contact. A record will be made of any such incidents and the Executive Camp Director will be immediately notified.

# **VISITORS CAN BE CLASSIFIED ACCORDING TO THEIR DEGREE OF ACCESS TO CHILDREN:**

## **PEOPLE WORKING WITH CHILDREN**

### **SUMMER CAMP COUNSELORS, OFFICE STAFF, YMCA EMPLOYEES, VOLUNTEERS, ETC.**

- Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.
- All such visitors will have enhanced DCF Clearance (check we have a copy of their Final Eligibility and proof of who they are)

**Please Note:** If a parent contracts a 1-1 or an aide to help with their child, the parent is required to give camp a copy of the contract between the parent and the contracted individual. Parents are required to do a background check of their contracted individual to assist with their child, and provide a copy to Camp Y-Koda. The contracted individual is required to check-in and check-out at the camp office each day. The contracted individual and child is not allowed to roam the property freely, however they must be within the sight and sound of a YMCA employee. For questions, please contact the Camp Director.

## **CONTRACTORS, BUILDERS, GARDENERS, GUEST PRESENTERS**

- Will be asked to sign in and supervised at all times. They will never be left alone with any child.
- Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. If a staff member is unsure they should contact the Executive Camp Director.
- They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors actual or potential proximity to children and the settings knowledge of them.

## **ESCORTED VISITORS**

Parents & guardians, prospective parents, parent group members, job candidates, other people who want to see the camp or talk to members of staff and anybody not in the above categories must be accompanied at all times.