



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
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# 2025 SUMMER CAMP MAYWOOD SITE PARENT HANDBOOK

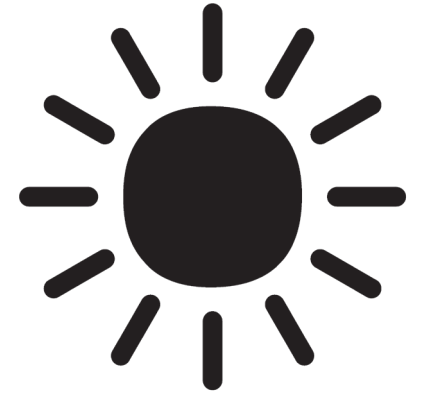
YMCA CAMP Y-KODA  
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## WELCOME TO CAMP AT MAYWOOD ENVIRONMENTAL PARK!

Welcome to Summer Camp at our Maywood location! We are excited that your child will be joining us this summer. We hope that this parent handbook helps answer any questions that you may have about our Summer Camp Program. Please read through this handbook carefully and keep it as a reference throughout the summer. Your child's safety is our number one priority.



## ABOUT US

The YMCA Camp Y-Koda Summer Camp Program is to provide opportunities for kids to grow, learn, and play in a safe outdoor environment. We aim to provide new experiences for kids and to promote an appreciation for the outdoors. As part of the YMCA, we seek to develop the personal character and integrity of each child by putting Christian principles into practice through programs that build healthy spirit, mind and body.

YMCA Camp Y-Koda is a licensed day camp at all locations by the Wisconsin Department of Children and Families (DCF) and are a branch of the Sheboygan County YMCA. Our camp follows the YMCA standards in addition to the rules & regulations set by the DCF. Being a licensed day camp for children means that YMCA Camp Y-Koda meets over 350 standards in health and safety, assuring you that we are providing the best possible camp environment for your child.

## OUR CAMP PHILOSOPHY

Childhood should be joyful and wholesome! We believe that the earliest, most memorable experiences of a child should include tree climbing, catching frogs, chasing butterflies and playing in the forest and river. We believe that it is important to educate and inspire current and future generations of children to explore, innovate and advocate for nature. At Maywood Environmental Park, we guide learning and youth development with nature as our vehicle. We imagine. We play. We get messy.

Maywood campers spend the majority of their day immersed in Maywood Environmental Park's diverse habitats, learning and playing. We take time every day to explore the outdoors, fostering a connection to nature. We will return your camper tired from fresh air, exploration and physical activity.

## THE PROPERTY

Maywood is a beautiful 135 acre environmental park where habitat diversity abounds. Prairie, maple forest, wetland, ponds and the Pigeon River provide a haven for wildlife. A stunning nature center features exhibits, program space and laboratories which serve to enhance the experiences and discoveries made while outdoors. The park also has many miles of trails for hiking, skiing and snowshoeing. Access to the grounds and nature center are free year round. To purchase a membership with Maywood please visit their website at [www.gomaywood.org](http://www.gomaywood.org).

# MEET THE TEAM



## **JEREMIAH DENTZ, EXECUTIVE DIRECTOR**

**[jdentz@sheboygancountymca.org](mailto:jdentz@sheboygancountymca.org)**

Jeremiah started working at Camp Y-Koda in 2001 shortly after earning his Bachelor's Degree in Environmental Education from the UW-Stevens Point. Jeremiah strongly believes in the value of outdoor experiences as part of a healthy childhood and works to ensure Camp Y-Koda provides those experiences to everyone. He enjoys his job because he knows camp is impacting young lives in a positive way and providing life-long memories. He loves seeing exhausted, dirty, and smiling faces at the end of a full day of playing outside.



## **BRI BUSTAMANTE, MAYWOOD & MARSH CAMPS**

**[bbustamante@sheboygancountymca.org](mailto:bbustamante@sheboygancountymca.org)**

Bri is excited to be a part of Camp Y-Koda this year! While in school, she worked as a tropical greenhouse manager and wildlife rehabilitator. As a recent graduate from the UW-Stevens Point's natural resources program, you're sure to catch her outdoors birding, identifying plants, hunting, fishing or just catching sun rays! While studying outdoor education and environmental philosophy, Bri has developed a strong value in nurturing other people's connections to nature through authentic experiences in the outdoors. She is looking forward to a summer full of new outdoor adventures!



## **TERESE KOENE-CARROLL, BILLING & REGISTRATION**

**[tcarroll@sheboygancountymca.org](mailto:tcarroll@sheboygancountymca.org)**

Terese began working at Camp Y-Koda in 2007 as an Outdoor Educator. With her love of camp, she became our Administrative Assistant and a Lifeguarding CPR & First Aid Trainer for the Outdoor Education and Summer Camp Team. When she was 7 years old, she saved her 4 year old brother from drowning. She has been a lifeguard instructor for over 20 years and a swim instructor for more than 30 years. The best part she loves about working at camp is taking walks around our grounds and seeing our campers every morning with pure energy and excitement they have for camp. She enjoys working with her family on a small hobby farm taking care of their ever-changing menagerie of animals. During her down time, Terese enjoys a good cookout with her friends and family. Her favorite activity at camp is anything to do with water either at the lake, river or swimming pool.

Summer Camp fees range in price from \$235.00 to \$305.00. There is a one-time registration fee of \$15.00 per camper in addition to the listed camp fees. The registration fee is paid only once regardless of how many camps the camper signs up for. We require payment of the \$15.00 registration fee and a \$50.00 deposit(s) per camp(s) at the time of registration.

## ANY LIMITATIONS TO ENROLLMENT

The camp cannot provide one-on-one child care.

## WAIT LISTS

If you are interested in registering your child(ren) for a camp week this season, we highly encourage you to join the waiting list. Each year we see high demand when registration opens up and a waitlist starts on any camp. We cannot guarantee a spot will open up, but we tend to see spots become available closer to the desired camp week or after registration opens.

To be added to the waitlist, the online system will give you the option to “Add to Waitlist” during registration.

**Cost?** It is FREE to join the waiting lists, however you will be required to complete the required forms online. When a spot opens up you will be contacted about the next steps and have 24 hours to decide if you wish to take the open spot or not. If we do not hear from you via email or telephone, we will move to the next person on the waiting list.

## FRIEND REQUEST

If your child plans to attend camp with a friend or group of friends, you may request they be placed with the same counselor by filling in the “Friend Request” section when registering. In order to be in the same cabin group, children must be in the same age category and attend the same camp. We will make every effort to grant your request. However, placement is **not guaranteed** as certain age groups are separated by State Licensing Regulations and we cannot make exceptions.

## CAMPERSHIPS & FINANCIAL ASSISTANCE

Attending camp and nature based programs can truly be an experience that lasts a lifetime and the relationships built and memories made during your child’s stay can last a lifetime. We know that for many families, the cost of attending programs, especially week-long camps, can be a financial challenge that they might not be able to afford. **We are here to help.** Please visit our website at [sheboygancountyyymca.org/camp-y-koda](http://sheboygancountyyymca.org/camp-y-koda) for information on Camperships, Financial Assistance and Wisconsin Shares Information.

## PAYMENT & CANCELLATION POLICIES

**Need to change or update your registration?** Contact Billing & Registration at [tcarroll@sheboygancountymmca.org](mailto:tcarroll@sheboygancountymmca.org) to request a change. All requests must be made in written documentation format such as: via email or visit the office to complete a form.

Due to large waitlists for each camp, we kindly ask that if you decide to cancel your child's enrollment, you let us know as soon as you can. This way we can reach out early enough to the next person on the waiting list.

- **Camp Balances and any cancellations are due by the following dates:**
  - Weeks 1-3 Final Payment is due by May 1, 2025
  - Weeks 4-7 Final Payment is due by June 1, 2025
  - Weeks 8-12 Final Payment is due by July 1, 2025
  - If your camp balance is not paid by the weeks above, Camp Y-Koda and the YMCA will automatically charge your card on file on the 1st of each month.
  - If you have registered Online or have access to your camper's account Online, you may login and pay your balance by the above payment schedule.
- **The \$15.00 registration fee and all \$50.00 camp deposits are non-refundable under any circumstances.**
- **Choosing to Cancel at Camp:**
  - Due to holding a spot & choosing to cancel a camp before final payment is due, you will receive a partial refund of the camp fee. The one-time registration fee & camp deposit(s) will be forfeited.
  - If you decide to cancel final due date, no refund will be provided.
- **No Show Policy:** If you are registered for any given camp session and do not attend for any reason/or do not notify that you will not be attending all fees for that camp will be forfeited.
- **Got off the waiting list?** If you got off the waiting list or sign up for a camp after final payment is due, the camp payment must be paid in full prior to attending.
- **Child does not like Camp?** We understand that camp and the outdoors is not for all, however due to holding a spot in any given camp session, refunds will not be provided if you choose to cancel or remove them from the week.
- **Poor Behavior & Choices at Camp:** The YMCA staff try our best to handle all camper behaviors & conflicts professionally and positively. We aim to redirect behavior in the best & safest manner possible for all participants, staff & volunteers. We understand that personalities may clash from time to time. If you choose to cancel your child out of camp due to clashing or conflicts between camper vs. camper, no refunds will be provided.
- **Termination:** If your child is terminated from the program for a single, multiple or all their camp sessions in any given season from the YMCA or Camp Y-Koda, due to poor behavior and choices made by your child, no refunds will be provided.
- **Unless otherwise specified, all camps are offered Monday-Friday. If you are not able to attend any portion of the camp session, no pro-rated fees, credits or refunds will be provided.**

For more information on our Payment, Cancellation & Refund Policies, please visit our website at [sheboygancountymmca.org/camp-y-koda](http://sheboygancountymmca.org/camp-y-koda).

# HOURS OF OPERATION

## SUMMER HOURS OF OPERATION

Our Summer Camp Program operates for two weeks during the summer on a variety of dates. The program itself runs 8:30am to 4:00pm Monday through Friday. Staff will not be available before 8:30am and after 4:15pm. If campers are not signed up for bus transportation, their parent or guardian is expected to be at Maywood park at 4:00pm.

Summer Camp Hours ..... 8:30am-4:00pm

Main Office Hours Located at Camp Y-Koda: ..... 7:15am-5:30pm

Main Office Telephone Number: (920) 467-6882

**DAYS CLOSED:** The YMCA and camp are closed on New Year's Day, Memorial Day, the 4th of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas Day.

## LOCATION

Maywood - Ellwood H. May Environmental Park  
3615 Mueller Road, Sheboygan, WI 53083

## CAMPER HEADQUARTERS

The headquarters for our Maywood campers is located inside the Nature Center in the basement classroom. The group will bring their items to this location and each camper has their own individual hook and space to store their items.

- • • • •
- **SESSION DATES** •
- *Week 4: June 30 - July 3, 2025* •
- *Week 12: August 25-29, 2025* •
- • • • •



## CHECKING IN

When you arrive to Maywood Park, you may park in the main parking lot. A staff member will be available at the picnic tables on the lawn in front of the building. Here is where each group will meet to check-in. Each group will have a sign-in/out sheet. If the assigned counselor is absent, your camper will be signed in by another YMCA Staff Member.

**Check-in is from 8:15am - 8:30am each day.** Groups begin their day 8:30am sharp!

We cannot accommodate early check-in. **Extended Care & bus transportation is not available at Maywood Park.** Please see page 6 to learn more on how to make changes to your child's registration form.





## CHECKING OUT

When you arrive to Maywood Park for check-out, you may park in the main parking lot. All authorized pick-ups are required by the Department of Children & Families to bring a Photo ID when picking up your camper. The name on the ID must match the name on the campers authorized pick-up list. All authorized pick-ups must initial on the campers group sign-out sheet. All groups have a separate check-out.

All authorized pick-ups are required to exit their vehicle to sign-out the designated YMCA staff member supervising your child's group. Please walk to the main lawn area near the fenced in tree to find check-out.

**Check-out is from 4:00pm -4:15pm each day.**

### LATE PICK-UP POLICY

To get our campers and staff home on time, it is important that parents pick up their children by the required time. While we realize that there are times when you will be held up, we have a policy that covers late pick-ups. We appreciate a phone call when you are running late, but a late warning or fee will still be given. The following is our policy:

- 1st time – more than 5 minutes late is a warning. If we do not hear back, then the child will be transported to the Sheboygan YMCA for pick-up with a YMCA Staff Member.
- 2 or more late pick-ups – A fee may be placed for every half hour thereafter. The Camp Director will contact you to discuss your child's enrollment with us. If you know you are going to be arriving late for multiple dates, we highly encourage you to make arrangements for an authorized individual to pick-up your child(ren). We hope this policy will not be needed.

This policy is a matter of mutual respect between the YMCA staff and our participants. Children grow quite anxious and worried when their parents are running late.

## ABSENCES

If your child is going to be absent, please call or email the camp office or director by 8:30am. If your camper does not attend the camp day and the office has not been notified, the camp office will contact the authorized and emergency persons listed in the child's registration form. If we do not hear from you by 9:30am your child will be marked absent. We understand parents need to get to work and continue the day, and we ask that you please notify the camp office or camp director as a courtesy to our staff and counselors.

**Main Office Telephone:** (920) 467 - 6882

**Camp Director's Email:** [bbustamante@sheboygancountymmca.org](mailto:bbustamante@sheboygancountymmca.org)

If your camper will be absent on selected days due to appointments, family trips, etc., we ask that you also notify the office in advance. All notices must be made in writing to the Camp Director. NO payment credits are made for absences.

## ARRIVING LATE TO CAMP

If your camper will be arriving late to Maywood, please call our Main Office (920) 467 - 6882 so we can give the Maywood staff notice you will be arriving late with your camper. When you arrive to Maywood please enter the main lobby and the receptionist will notify their group counselor. Parents & Guardians should stay with their child until the camp counselor picks them up. Parents must sign their child in. YMCA Camp staff must receive a signature and printed name from the parent/guardian dropping off the camper on the "Sign In/Out" form, the campers name and the time of drop off is also recorded.

## LEAVING EARLY FROM CAMP

The opposite procedure of arriving late to camp occurs when a camper leaves early from camp. In this situation, the camp director will coordinate with you the best spot at Maywood to pick-up your child. The authorized pick-up must show photo ID to confirm their authorization, which is checked against the campers registration form. If the photo ID matches, the authorized pick-up person must sign, date, and list the time of the pick-up.

If you need to pick up your camper early on any given camp day, please contact the camp office or email the camp director so we can put your child's name on our early pick up board and have them ready and waiting for you in the camp office when you arrive. We do ask that you provide advance notice, as it will give us the appropriate amount of time to inform our counselors that your child will be getting picked up early and that way your campers belongings are gathered ahead of the time.

## DAY CAMP PACKING LIST

Campers can pack their belongings in a backpack (recommended) or a large bag.

### PACK IT

- Backpack
- Lunch
- Water Bottle
- Towel
- Bathing Suit
- Change of Clothes
- Closed-toed Shoes
- Water Shoes
- Mask (Optional)
- Rain Jacket
- Sunscreen
- Bug spray
- A Smile!



### LEAVE IT

- Phones
- Electronics
- Weapons
- Credit Cards
- Toys (Legos, dolls, etc.)
- CD Players
- Smart Watches
- Jewelry
- iPod, iPad, Music Player
- Animals & Pets
- Vehicles
- Fidget Toys

PLEASE READ: Camp Y-Koda and the YMCA is NOT responsible for any missing, stolen, or misplaced items.

### ! TOP TIP

- Camp is fun, busy, and messy. While we encourage campers to keep up with their things, we always suggest packing older clothes and towels that your camper won't miss if lost or accidentally mis-placed.
- We highly encourage you to label all items brought to camp. Our staff does every effort to make sure all items brought to camp return home. If a child does not claim an item, it is brought to our lost & found collection.



## CAMP T-SHIRTS

A camp t-shirt is included in the registration fee. Campers receive their t-shirt on the Monday or Tuesday of the first camp they attend (either at our Camp Y-Koda or Maywood Location). They receive one t-shirt, regardless of how many weeks of camp they attend. If your camper does not receive their free camp t-shirt, please call or email the camp director.

## ELECTRONICS, SMART WATCHES & CELL PHONE POLICY

Our programs promote the opportunity for participants to learn and play in nature and we strongly believe in the importance of disconnecting during the camp experience. Please leave them at home. If brought to camp, these devices will be taken away and kept in the office until a parent comes to pick them up. They will not be returned to the child at the end of the day or camp week until a parent comes to pick them up. If your child needs to contact you or if you need to be contact by camp, we will give you a call from our camp telephone.

## TRADING CARDS & TOYS POLICY

Trading cards and toys brought from home are NOT permitted at Y-Koda or Maywood. These items include, but not limited to: Pokemon Cards, Walkie Talkies, Legos, Nerf Guns, Sport Cards, playing cards, dolls, etc. Our camp encourages children and teens to learn and play in nature, and we strongly believe in the importance of less distractions during our camp activities. These items are not to be brought to camp each day. If brought to camp, these devices will be taken away and kept in the office until a parent comes to pick them up. They will not be returned to the child at the end of the day.



## ACTIVITIES AT MAYWOOD

The camps at Maywood offer a wide range of camps to choose from along with activities that appeal to a large range of ages and interests. The program is designed to give campers a wide range of learning opportunities planned accordingly to the developmental level of each age group. The camps and activities we offer expose children to a variety of experiences, educational opportunities, skill development, and personal growth. The following are some examples of camps or activities and the area they may focus on:

**Skill Development:** Canoeing, Kayaking, Campfire Cooking, Camping, Fishing, Geocaching

**Social Skills:** Free Play, Team Building, Ballfield Games, Cookout

**Self Esteem Growth:** Camp Songs, Skits, Team Building

**Education:** Science Lab, Nature Hikes, Prairie Study, Aquatic Invertebrate Collection

**Adventure:** Canoe and Kayak Trips, Wilderness Skills, Primitive Course

**Leadership Development:** CIT Camp, Team Building Course

**Nature Appreciation:** Wolf Pack, Pond Study, Junior Naturalists, Bug Lab, Nature Hikes

**Physical Health:** Ballfield Games, Capture the Flag, Swimming, Hiking, Disc Golf

### MAYWOOD CAMPERS CHOICE

Due to the number of camper enrollment at Maywood, there are only two activity choices available for campers to choose from on Fridays during a selected time of the day.

### SPECIALTY CAMPS, AGES 8-12

Staff uses the unique diversity of the Maywood setting to design their specialty themed camps. The morning of each day, Monday through Thursday, is spent engaged in the selected theme, skill, or event of the chosen camp. You can be sure it will involve a lot of time exploring the many natural spaces at Maywood.

### SNACK AND UNSTRUCTURED FREE TIME

In the afternoon all Maywood Campers will be having unstructured free time and having a snack at camp. All afternoon snacks are provided by Camp Y-Koda.

## SWIMMING AT MAYWOOD

As part of the Maywood schedule, campers visit the Sheboygan Quarry Park once during the week for swimming and playing on the inflatable water structures. All campers must sign a quarry waiver form provided by the aquatic park. These waivers have been collected at the time of Summer Camp registration. Campers are under the supervision of our counselors and the park staff. It is the Quarry Park's policy that all individuals at the park must wear a life jacket provided by the quarry, including adults. All swimming & aquatics are lifeguarded by our American Red Cross trained lifeguarding staff.

In addition to the Quarry, as part of the schedule groups may be assigned to have the opportunity to partake in activities in the Pigeon River and Maywood's smaller ponds. These are a no swim area and campers will partake in using tubes & canoes or go on a river walk and river play. All water supervision in the smaller ponds & river are lifeguarded by certified staff.

## MAYWOOD SLEEPOVER

If your child is registered for Maywood Camps, campers do not have the option to sleepover at Maywood. Campers do not have the option to join Camp Y-Koda sleepovers unless they are registered for a camp at our Camp Y-Koda location.



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# SPECIALTY CAMPS

## SPECIALITY DAY CAMPS (Ages 8 - 12)

Staff uses the unique diversity of the Maywood setting to design their specialty themed camps. The morning of each day, Monday through Thursday, is spent engaged in the selected theme, skill, or event of the chosen camp. You can be sure it will involve a lot of time exploring the many natural spaces at Maywood.

### MAYWOOD CAMP DAILY SCHEDULE

<u>ACTIVITY</u>	<u>TIME</u>
Opening Ceremony, Attendance	8:30-8:45am
Nature Free Play	8:45-9:30am
Specialty Sessions / Quarry	9:30-11:00am
Lunch	11:00-12:00pm
Outdoor Skills (M/W)/Specialty Sessions (T/Th)	12:00-2:00pm
Snack	2:00-2:15pm
Arts & Crafts (M/W)/Nature Activity (T/Th)	2:15-3:00pm
Team Building (M)/Choice (Tu)	3:00-3:45pm
Group Activities, Science Labs (W/Th)	3:00-3:45pm
Departure/Camper Check-out/Buses	3:45-4:00pm





## MEAL AND SNACK SCHEDULE

The meal and snack schedule remains the same throughout the summer in order to provide regularity to campers. The meal and snack schedule is posted as part of the daily camp schedule in the Summer Camp Brochure and on our website.

The meal and snack schedule is as follows:

### Campers Ages 5 and Up

Lunch (provided by the parent, M - Thurs.): 11:00am

Snack: 2:00pm

## MEAL TIME SOCIALIZATION

Meals are served with time for socialization. Children are encouraged to learn group cooperation, language development, personal discipline, positive social interaction, healthy nutrition and to try a variety of different foods. Staff will sit at a table or near with the children during mealtime.



## CHILDREN AND EATING

The noon meal must be provided by the parent Monday - Thursday, unless otherwise specified. On Friday, your child's group will have an authentic campfire and cook food. Lunch is provided by camp on Fridays. If your child does not want the cookout food, they are welcome to bring a lunch from home on Friday. If a child does not have a lunch, camp will contact the authorized and emergency contacts on the registration form to bring the child a lunch.

## WATER SUPPLY

Water is from sinks and bubblers and is tested annually for health by the Sheboygan County Division of Public Health. Maywood has bubblers throughout the Ecology Center and in the basement classroom/camper headquarters.

## SNACK & LUNCH PERIODS

All specialty camps have a scheduled snack time in the afternoon. During this period, campers may use this time to rest and enjoy time with friends.

Campers should bring a lunch to Maywood each day, except Fridays or assigned specialty camps. Our lunches will be kept in our Headquarters, the basement classroom. Each day milk (1% milk) will be provided to all campers at the campsite, and during snack periods. Groups will enjoy their lunch period eating outside on picnic tables. In the event of inclement weather, groups will be able to eat indoors in the basement classroom.

## SPECIAL TREATS

Donations of food items are welcome. Please check with the director prior to bringing your donation. Birthday treats brought from home are acceptable and must be store bought individual packages containing the list of ingredients, for the safety of other campers. Please discuss the appropriate “treat” items with the camp director.



## GROUP SIZE IN EATING AREAS

During meal time the ratio of staff to children follows the guidelines specified in HFS 46.05 (4).

Snack and meal times are held with cabin groups. Campers sit at picnic benches or tables for a relaxed and social setting. Ratios are always maintained to allow for fast service. Counselors prepare snack while children are given time to wash their hands prior to eating.

## SPECIALTY MENUS—SPECIAL DIETS

A special diet, including nutritional concentrates and supplements, may be served only with written instruction from a child’s physician and upon request of the parent. For snacks, the camp will try to accommodate as much as possible. If they cannot, the parent must provide the snack.

## FOOD ALLERGIES

All staff and volunteers are informed of any child’s allergies to food. The allergies are posted on the bulletin board by the refrigerator next to the menus for the week and in the administrative camp office.

## ILL CHILD DEFINITION

Parents should notify the camp when a child will be absent due to illness. The YMCA is not licensed to provide sick child care. Please do not bring an ill child to the program.

- Upon arrival at camp, a staff person shall observe each child for symptoms of illness and injury. If a child is found to have a sore throat, inflammation of the eyes, fever over 101 degrees, lice, ringworm of the scalp, rash, vomiting, diarrhea or any other illness or condition having the potential to affect the health of other people:
- The child will be examined by the child care director or most senior staff member present.
- The child will be brought to the office to rest.
- The child will be within sight and hearing distance of a staff member.
- The camper will stay in the office until the child can be picked up.
- The child's parents or the designated emergency contact (if the parents cannot be reached) will be contacted as soon as possible after the illness is discovered.
- Arrangements should be made to pick-up the child from the camp within the hour.

Because we are not licensed to provide ill child care, parent or emergency contacts must pick up the child within one hour after being contacted.

The child should not return to camp until they are symptom free for 24 hours. If a child is sent home due to conjunctivitis/pink eye, lice or any of the above symptoms, they cannot return to camp until they have been treated with an antibiotic or proper treatment for at least 24 hours.

To ensure proper staff/child ratio, children may not stay inside during outdoor play time. If your child needs to stay inside for health reasons, please keep them home.

All information on any illness, injury or medical emergency is confidential and recorded in the camp's medical logbook.

**PLEASE READ:** YMCA Camp Y-Koda follows the health and safety recommendations by the CDC, the Y-USA, local health department for ill persons procedures.



## MEDICATIONS AND ADMINISTRATION

Please note to one of the Directors any special medication needs that your child has and please list any medications on your children's registration form.

In order to comply with licensing regulations set forth by the DCF, medications to be distributed at camp by camp staff must come with the completed required medication form. This applies to all medication, both prescription and non-prescription (ex: Epi-Pen, cough syrup, eye drops, ibuprofen, cold tablets, asthma medication, etc.). Additionally, **all medication must be turned in to the Camp Director in the original prescription and/or medical container (including but not limited to: OTC, vitamins, eye drops, etc.) and with the required medication form completed.**

Camp CANNOT distribute prescriptions or medications without the completed required medication form along with the medication being given to camp in the original container.

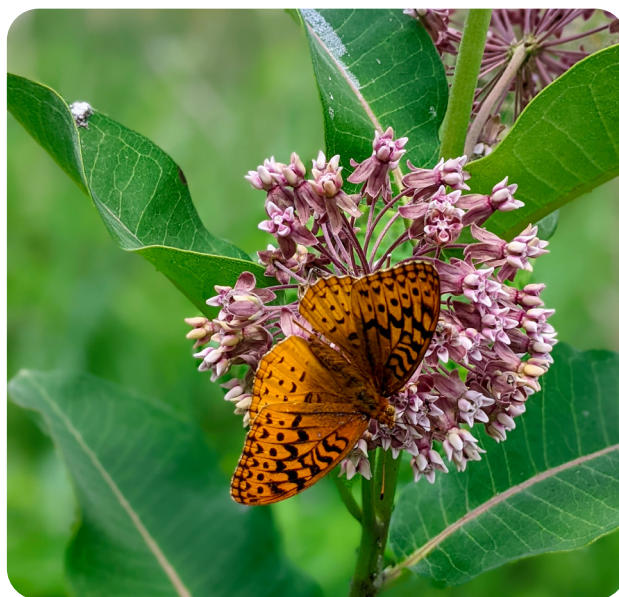
All medication will be administered by a YMCA staff of age 21 & older, and administered in the office.

## MISSED MEDICINE DOSE OR ERRORS IN DISTRIBUTION

Missed dosages or errors in administration of medication will be noted in the medical logbook. Parents will be contacted immediately after the situation is discovered to determine what course of action their pediatrician recommends.

## CHILD BITING HEALTH PROCEDURES

If a child bites and breaks the skin, universal precautions will be taken. The Communicable Disease Department, Sheboygan Memorial Medical Center and St. Nicholas Hospital will be notified.



The YMCA expects all campers and staff to demonstrate the four values of Caring, Honesty, Respect and Responsibility. To that end we establish clear rules and a guidance policy steered toward self-direction and conflict resolution.

## PROGRAM RULES

- Campers must always be in the presence of a counselor.
- Campers are expected to respect the counselors, and must treat others in a caring, respectful, honest and responsible manner.
- Inappropriate language is NOT allowed.
- Fighting, including play fighting is not allowed.
- Participation in activities and tasks is expected.
- Toys and electronic items are NOT allowed.

## PROPERTY DAMAGE

At Camp Y-Koda & Maywood, we ask our campers to respect all of our camp property - buildings, materials, etc. If campers make the decision to deface or destroy any property, the parent or guardian registering the camper will be contacted regarding their child's behavior. This includes (but isn't limited to): writing on walls, writing on bunk beds, and knowingly destroying property mattresses, window screens, balls, etc.

## CHILD GUIDANCE

The YMCA encourages and teaches staff to use a positive attitude when dealing with children's behavior. At the beginning of each week and each day thereafter, counselors meet with their cabin groups to talk about the YMCA core values: caring, responsibility, respect and honesty. Campers are asked to give examples of each of the values and how they can be implemented at camp. To encourage positive behavior and utilization of the core values the cabin group that best displays those values throughout the week is awarded with the camp spirit stick. The winning group gets to decorate and sign a section of the stick.

During staff training, counselors are taught behavior management techniques such as positive reinforcement, redirection, and setting clear-cut limits. At the beginning of each week, counselors meet with their groups to discuss acceptable behavior.

Counselors are taught to use the following system for minor behavior issues as they happen:

- Remind the camper of the camp rules and let the camper know how they are being disruptive.
- Ask the camper how they could change their behavior to have a positive result.
- Help the camper to re-direct their interest and activity.

## DISCIPLINE & REDIRECTION POLICY

Restrictions and rules cover situations where physical safety is a factor and the emotional well-being of others is involved. The camp staff is required to maintain a log of disciplinary concerns. Camp uses a tiered discipline system, allowing children chances to change their behavior. Should a difficultly behavior problem occur, an established series of steps will be followed:

1. First, the camper will be given a warning, reminded of the camp rules to re-direct their behavior. If the act is severe or deliberate, the counselor may skip immediately to numbers 2 or 4. When staff redirect behavior, staff always explain why the behavior is incorrect and how the camper can fix it. Acts considered severe include, but not limited to: threatening other campers or to hurt oneself, use of materials as weapons, hitting other campers and staff, loud and aggressive use of inappropriate language, damage to property, or any behavior that threatens the safety of the child, other children or staff.
2. Second, the camper will be given a time out. Time outs do not exceed three minutes.
3. Third, the camper will be given another time out, again, not to exceed three minutes.
4. Fourth, the camper will be directed to go to the office with a staff member to see the Summer Camp Director and a phone call home will be made by either the counselor or the Summer Camp Director.
5. If the child returns to the office the next day, the Summer Camp Director will discuss with the family the possibility of the camper's enrollment being terminated. At this point, a plan is put in place with clear-cut limitations. The parents/guardians are made aware of the plan and the behavior that would result in termination of enrollment.

As mentioned on page 6, the YMCA staff try our best to handle all camper behaviors & conflicts professionally & positively. We aim to direct behavior in the best & safest manner possible for all participants, staff & volunteers. We understand that personalities may clash from time to time. If you choose to cancel your child out of camp due to clashing or conflicts between camper vs. camper, no refunds will be provided.

## PROHIBITED FORMS OF DISCIPLINE

Only staff specified under s. HSS 55.42 (2) (b) and (c) may discipline a child. Discipline shall never be delegated to older children, peers, volunteers or campers in the Leaders in Training or Counselor in Training programs. Punishments or actions that are aversive, cruel, humiliating, or frightening to campers are prohibited at camp. Prohibited forms of discipline include:

- Spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment.
- Verbal abuse, threats, or derogatory remarks about the child or the child's family.
- Physical restraint, binding or tying to restrict movement; or enclosing in a confined space such as a closet, locked room, box, or similar cubicle.
- Withholding or forcing of meals, snacks, rest time, or naps.

Children will not be punished, disciplined, or humiliated for lapses in toilet training.

## **TERMINATION OF ENROLLMENT**

Campers are given multiple opportunities to succeed at camp. If a camper's behavior is continuously disruptive, the camper's enrollment may be terminated by the Executive Director as outlined in the tiered format previously mentioned.

The Executive Director and the YMCA reserves the right to terminate a child's enrollment if the camper is continuously disruptive or is a physical or emotional threat to other campers or one self, or exhibits behavior that could result in serious injury to one self or others.

Through the tiered system, parents are made aware of possible enrollment termination and are given a clear cut plan along with consequences.

As mentioned on page 6, if your child is terminated from the program for a single, multiple or all their camp sessions in any given season from the YMCA or Camp Y-Koda, due to poor behavior and choices made by your child, no refunds will be provided. Additionally, if you choose to cancel camp or terminate your child's enrollment, no refunds will be provided.

## **ACTS CONSIDERED SEVERE**

Additional acts that are considered severe include, but not limited to:

- Threatening other campers
- Threatening to hurt oneself
- Use of materials as weapons
- Hitting other campers or staff
- Loud and aggressive use of inappropriate language
- Damage of property and of equipment
- Any behavior that threatens others
- Running away on a consistent basis

## **CRYING OR UNHAPPY CHILDREN**

Children who are crying or fussing will be approached by staff with a caring and understanding attitude. The staff member will ask why the child is crying and work diligently to find solutions. The schedule for the day and mentioning fun events, activities, and opportunities will be emphasized. Repeated attempts will be made to find out why the child might be crying or fussing, including questions that may require as to whether or not they are being bothered or bullied by another camper. An opportunity to call home will be presented if the child is suffering from homesickness or if our staff is unable to determine why the child is crying.



## **CAMP OWNED OR LEASED VEHICLES**

Camp and the YMCA owns a Chevrolet Suburban, Dodge Mini Van and a Chevrolet Truck. These vehicles are not used for regularly scheduled transportation to and from camp at the beginning and end of each day. In the instance one of these vehicles is used for a field trip, off-site adventure trip or for overflow attendance on the bus, the same attendance, check-in, check-out, and vehicle vacancy check procedures are followed. To ensure no child enters one of these vehicles without an adult, the doors are locked after the vehicle has been checked and determined to be empty. All camp and rented vehicles contain a child safety alarm for the safety of all children and volunteers. All YMCA staff who drive and transport children have a valid drivers license and went through training on operating and driving the vehicles.

## **FIELD TRIPS**

Field trips will be taken for selected camps throughout each week to enhance curriculum. They will be age-appropriate and have used an extension of learning. The children will have the opportunity to explore, be active and conduct field studies to compliment our specialty camp curriculum's.

The contracted busing service will provide our transportation for large group field trips and selected camps will use our camp vehicles for transportation to/from field trips. Our camp vehicles are driven by camp directors and counselors who have a valid drivers license and went through the safety and training of our vehicles. For selected single day field trips, our campers are required to wear our summer camp t-shirt to distinguish the children that are from camp. When on field trips, the proper staff to child ratio will be maintained. Parents will receive advance notice of field trips and information needed for a great field trip experience for your camper. Permission slips are included within the summer camp registration forms.

Parents must sign permission for their child to attend field trips as part of the registration process in order for their camper to partake. Whether using a bus or camp vehicle for a field trip, the same attendance, child tracking, and vehicle vacancy check procedure are used. Camper attendance is taken prior to loading the vehicle and again when exiting prior to the vacancy check taking place. Counselors bring their camper file folders with them everywhere they go throughout the day and this applies to field trips as well. All pertinent camper information including health concerns, emergency contact information, allergies and anything else can be found in these files. First aid kits are brought on all field trips. For extended field trips lasting several days like our off-site adventure trips, locations of emergency medical care are listed for staff in their agenda and information packet.

## CONFIDENTIALITY OF RECORDS

Camper's records and information is confidential. All person's having access to children's records may not discuss or disclose personal information regarding the child or any facts learned about the child's relatives. A parent, upon request, has full access to all records maintained on their child. Persons having access to children's records are:

- Parent or person authorized in writing by the parent to receive such information.
- The agency assisting in planning of the child when informed written parental permission has been given.
- State Licensing representative and agencies authorized under s.48.78 Stats.
- YMCA staff working directly with the child.

## CUSTODY ISSUE DISPUTES

Camp is authorized to release children to the parent or parents who enroll the child and to all authorized persons listed on the registration form. If a person is not listed on the form, they are not authorized to pick up the child and camp will not release the child to them.

A non-custodial parent may pick-up a child unless there is appropriate court-ordered documentation given to the camp. The camp will notify the custodial parent if this occurs.

## ACTION WHEN AUTHORIZED

### PICK-UP PERSON APPEARS IMPAIRED

If an authorized person arrives to pick up a child and smells of alcohol or appears to be impaired, we will suggest to the authorized person that we call someone else to pick up the child. If the authorized person insists on taking the child, camp staff will contact law enforcement immediately.

When an authorized person appears to be under the influence of a drug, showing questionable behavior and movements, the YMCA staff will suggest that another person be called to pick-up the child. If the person does not cooperate, camp staff will call law enforcement immediately.

## CHILD ABUSE AND NEGLECT REPORTING

The health and well-being of your child is essential to the Sheboygan County YMCA. YMCA staff receive pre-camp training in child abuse recognition and detection through the YMCA's Praesidium training program. All staff are required to receive this training in child abuse and neglect laws, how to identify children who have been abused or neglected, and the process for reporting known or suspected cases of child abuse or neglect. Any YMCA employee or volunteer who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in s. 48.981 (1), State., will immediately notify the Executive Director or Summer Camp Director, who will then contact the Sheboygan County Health and Human Services, as required by s. 48.981 (1), Stats. All conversations involving possible suspicion of abuse or neglect are documented at camp.

## **POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's parents or persons authorized by the parent or guardian to take the child from camp and to assume responsibility for the child in an emergency if the parent or guardian cannot be reached. All authorized persons must be listed on your campers registration form prior to coming to camp.

If the parent or person authorized by the parents fails to pick up a child at the time of camps daily closing, camp shall ensure that:

- The child is supervised at all times.
- Staff members attempt to contact the parent or person authorized by the parent.

An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent or person authorized by the parents have failed and the staff member cannot continue to supervise the child at the camp, the staff member shall call the 24 hour Child Abuse Hot line (1-800-792-8610) to seek assistance.

## **PROCEDURE TO RELEASE CHILD TO UNAUTHORIZED PERSON**

The parents need to call or write a note to the camp office or director to let them know that someone else is picking up their child. We ask that parents describe the authorized person's appearance to the staff and child. We ask the authorized person for a photo ID when they pick-up the child. We also try to make the transition of going with a new person easier for the child by reassuring the child that this is someone their parents would like the child to go with.

## ABOUT OUR STAFF

The YMCA Camp Y-Koda camp director, supervisors and counselors have been well trained in the extensive DCF and YMCA training program in the safety of emergency procedures, counseling, abuse & bully recognition, teaching techniques, camp protocol and more. Camp directors and counselors are professionals; college graduates or trained adult YMCA staff. All YMCA staff are certified in First Aid, CPR, AED and Shaken Baby Syndrome Prevention. All water related activities are supervised by certified lifeguards. Our staff and our hiring procedures meet standards set by the DCF and all staff counted in camper to staff ratio are 18 and older. All volunteers are 14 years of age or older and have received extensive professional training. All counselors and volunteers are chosen for their maturity, skills, patience, enthusiasm and desire to be good role models for children. We take pride in the high expectations we set for our summer camp staff each year.

## BABYSITTING

YMCA employees who are responsible for the care, supervision or instruction of children are not permitted to perform similar duties, such as babysitting outside the YMCA for the children who participate in the YMCA programs. We ask that parents please follow these guidelines and recommendations set by the YMCA by not asking staff to babysit your children.



## STAFF TRAINING

It is mandatory and required by the DCF that all staff working with children as part of our Summer Camp Program partake in our comprehensive staff training program, which is held typically for about 2-3 weeks long. Per the DCF licensing, this training must be a minimum of 24 hours. Camp exceeds that minimum as we seek to ensure our staff is completely prepared for all situations when camp begins. The training also includes certification or re-certification in CPR, First Aid, AED and Lifeguarding. All new staff are paired with returning staff during the first week as an extended on the job training opportunity. Per the DCF Licensing, the staff training covers the following at a minimum:

- Review of DCF 252
- Review of job responsibilities in relation to the job descriptions and of camp policies and procedures.
- Training in the recognition of childhood illness and infectious disease control, including hand washing procedure and universal precautions for handling body fluids
- Daily activity plans and schedules and Emergency First Aid
- Review of plans required under DCF 252.41 (1)(g) and 252.43 (2) including what happens if a child is missing, fire and tornado plans and the supervised swim plan if applicable
- Procedure to ensure that the number, names, and whereabouts of children in care are known to the assigned camp counselor at all times
- Training in the use of fire extinguishers and recognition of local poisonous plants, snakes and other potential hazards on the premises, and the procedures to be followed to protect the children from these hazards
- Review of child abuse and neglect laws and the camp reporting procedures
- Information of the care of children with disabilities and the procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any person who may be assigned to care for that child throughout the day
- Child management techniques
- Department approved training in Shaken Baby Syndrome prevention, and appropriate ways to manage crying, or distraught children for any person who will be providing care and supervision to children under 5 years of age
- All camp staff in regular contact with children, including the camp director and counselors shall obtain and maintain a current certificate of completion for child and adult CPR including department-approved training in the use of an AED prior to working with children. The CPR training is included in pre-camp training.

## DONATIONS

Our Summer Camp Program is always in need of items and supplies to help us better camp and prepare meaningful experiences for all campers and guests who visit us. Visit our website's "Donation" page for our 2025 Summer Camp Amazon Wish list to see the items that will enhance our campers experience for summer camp and other programs we offer.

We accept any gently used board games and sports equipment. Also, we are always looking for odds and ends, fabric, buttons, jars, etc. for our arts & crafts projects. Please ask the camp director first if you have any items, as our space is limited. If you would like to make a monetary donation to camp and other programs in our community, please contact our Executive Director, Jeremiah Dentz.

## CAMP PHOTOS AND SOCIAL MEDIA

At camp, we love to take photos of your campers having a blast and of our camp groups all day long! Some of our camp photos will be uploaded onto our camp social media sites (Facebook, Instagram, LinkedIn, TikTok, etc). These photos will be uploaded to these locations during the week of or 2-5 weeks after each camp week. Find our camp photos faster by searching for our official hashtags: #YMCCampYKoda and #SummerCamp2025.

NEW - Be the first to know what's happening this summer at camp! We offer a private photo gallery, using the secure Bunk1 Platform. Exclusive photos are only available to our camp families and you will receive a snapshot of what life is like at camp. Bunk1 information will be sent to you prior to camp starting. Each registered family will receive a special code and instructions to gain access to your parent portal. Additional purchases on Bunk1 will be available to you.

## POSTING OF LICENSING INFORMATION

The licensing rules, license certificate, results of the most recent licensing inspection, notice of enforcement action, stipulations, conditions, exceptions or exemptions are posted on a bulletin/parent board in the camp office.

## POSTING OF CAMP POLICIES AND NOTICES

Camp policies, parental notices, observations and other parent information are posted on a bulletin board in the camp office. Copies of licensing rules, staff manuals, or camp polices are available for viewing upon the request of the parent.

## NON DISCRIMINATION STATEMENT

In the operation of the summer camp program, no child, as defined by program regulations, will be discriminated against because of race, sex, color, age, rational origin, ancestry, creed, sexual orientation or handicap. Any person who believe that a child has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington D.C. 20250.

## INCLUSION STATEMENT

At the Y, we welcome everyone whose behavior adheres to our core values of caring, honesty, respect, and responsibility. We advance our cause by building a stronger and more equitable community where everyone has the opportunity to learn, grow, thrive, and reach their full potential with dignity. The Y is a force for building bridges among all people - regardless of ability, age, birthplace, cultural background, ethnicity, faith, gender, gender identity, ideology, income, race, or sexual orientation. **The Y is for All.** For more information on our Inclusion policies, please visit our website.



# WELCOME TO MAYWOOD!

