



Camp Pikati

2020

FAMILY HANDBOOK

This handbook will help you and your camper prepare for a great summer at camp by knowing what to expect before you arrive

WSY CAMPING SERVICES BRANCH

campingservices@westsuburbanyymca.org

(617) 244-6050 ext.3008

Welcome to Camp Pikati Summer 2020

Information for New & Returning Campers

All camp *paperwork* (on CampSite) is **due June 1st, 2020**

Campers must have a \$0 balance for the session they are attending or be turned away. For information about payment plan exceptions contact the registrar Marie Minardi at (CampingS@wsymca.org).

Cell phones and electronic devices (i.e. iPods, DS) are **not allowed** at camp. In the event of an emergency please contact the main camp office and we will connect you with your child.

Drop-off at camp **begins at 8:45 AM**. Drop-off for morning camper care begins at **7:00 AM**.

Any person picking up a camper from camp, or camper care, must have their private Campsite issues code or present photo ID and be listed as an authorized pick up.

ABOUT THE WEST SUBURBAN YMCA

Our Mission:

The West Suburban YMCA (WSY) is a charitable organization that welcomes all by creating a community that serves individuals of any age, race, gender, religion, heritage, economic circumstance, or physical ability. We focus on youth development, healthy living and social responsibility to ensure all children, adults and families are healthy, confident and connected.



WSY History:

The West Suburban YMCA was founded in 1877 as the Newton YMCA. After a successful fundraising campaign by Frank A. Day, Sr., the YMCA began construction of a facility at 276 Church Street in 1910 and opened the following year. The YMCA grew gaining new members and adding new programs, including camps. In 1916, Camp Frank A. Day opened as the Newton YMCA's residential camp in East Brookfield, MA. In 1946, Camp Pikati started with sixty boys. In 1948, the YMCA started a day camp at the YMCA facility.

The YMCA has come a long way since then. Women were allowed to join and participate in programs. A new 10,000 sq. ft. gymnasium and multi-lane pool were added on. The former field was converted into an artificial turf field and synthetic track and named the New Balance Track & Field. Plus, more day camps were created to better serve the needs of our members. In the fall of 2016, the West Suburban Y finished a large renovation project to create a new preschool, a new child watch center, a new fitness center floorplan, new cardio space overlooking the pool, and new administrative offices.

Program Goals:

Our program goals were created to align with the Mission, Vision, and Values of the YMCA of the USA as well as with the unique culture the Camp Pikati community has fostered. While our primary goal is the

safety and overall well-being of our campers and staff, we also hope that campers who attend Camp Pikati—whether for one week or for the whole summer—will experience growth in the following areas: Community: Programs at Camp Pikati are tailored to foster the growth of meaningful relationships, to build intentional communities, and to empower all campers to contribute to the growing culture and history of camp. We hope that every camper feels significant in the story of our camp and leaves with friendships to last a lifetime.

- **Creativity:** Many activities at Camp Pikati are unusual or down right kooky, and we love it! Our programs are designed to activate and engage the imaginations of our campers. Big showy activities can be amusing, but an active mind will entertain for a lifetime. At Pikati campers are invited to participate in activities like Sneaky Parades, Battle of the Twins, L.A.R.P. activities, and more.
- **Character:** At Pikati, we value diversity. To us diversity includes all aspects of the individual: interests, passions, personality, leadership style, unique social skills, talents, and many other attributes. To foster the development of character, we train our staff to be guides and mentors to our campers, and we offer campers significant choice and autonomy in determining their daily schedule. Our hope is that our campers will discover new things to love at camp, share their interests and values with others, and that our campers will unlock and unleash their best, most authentic selves.
- **Respect:** In everything our campers and staff do or say at Camp Pikati, our expectation is that it comes from a place of respect. We encourage our campers to respect all members of our community, to respect themselves, and to respect facilities and grounds of camp itself. Our staff members are taught to model that respect in their interactions with campers and each other. Even conflict at camp is navigated through respectful dialogue, clear and logical consequences, behavioral contracts that all parties have equal share in writing, and a restorative justice model that emphasizes our desire for all community members to contribute positively to camp.

Licensing:

All camps must comply with regulations of the Massachusetts Department of Public Health, including *Regulation 105 CMR 430.00 Minimum Standards for Recreational Camps for Children*, and be licensed by the local board of health. Camp Pikati is licensed by the Newton Board of Health. According to the Massachusetts Department of Public Health, parents may request information regarding background checks, health care and discipline policies as well as procedures for filing grievances. We are an American Camp Association accredited camp.

Staff Qualifications and Ratios:

Campers are supervised by qualified, trained staff members. Senior counselors are high school graduates, 17 years or older; junior counselors are at least 16 years old. All staff and volunteers have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers. All staff completes a thorough orientation prior to the start of the summer which includes:

- All camp staff and volunteers are CORI, SORI, Camp CORI, and Out of State CORI (where appropriate) background checked.
- We complete reference checks for each staff member including professional and personal references.
- All Staff are First Aid and CPR certified.
- Staff is required to attend 25+ hours of camp training as well as mandatory annual child abuse prevention and bullying prevention trainings.



Camper Supervision Ratios:

5 Years and younger	1 Staff to 5 campers
6-8 years	1 Staff to 8 campers
9-15 years	1 Staff to 10 campers

Rule of 3:

Staff will observe enforce the Rule of 3 at all times, which states:

“For any multiples of campers or campers and staff, there can be no fewer than three individuals present in any of the following combinations: 1 staff & 2 campers; 2 staff & 1 camper, or 3 campers with a staff within line of sight or close to campers.”

Activity Ratios:

All activities require at least two staff for supervisory purposes. Even if a single counselor can technically meet staff-to-camper ratios alone, Pikati policy is two staff for each camper-group or activity. When factoring staff into ratio, specialist staff (archery, challenge course, and lifeguards) do not count unless they are not facilitating an activity or engaged in their specialize duty. Lifeguards who are actively guarding are not in ratio. Lifeguards who are not actively guarding may be counted if they are aware they are to engage in general camper supervision.

Exceptions ratio requirements are only applicable on 3 occasions:

- a) Senior Staff Meetings – campers will be overseen on field by Jr. Staff and LITs; estimated 5 minutes each morning/ meeting takes place on field
- b) Bathroom breaks – one staff may take 2 or more campers to the restroom leaving one to two staff with group
- c) During an emergency requiring a massive staff response – all campers to the field with emergency ratios active (ie: for missing camper drill) OR BRASS to oversee group(s) as part of the emergency action plan if group counselors are in direct response

Prevention of Abuse and Neglect:

All staff are required to immediately report any suspected child abuse or neglect to the Camp Director. S/he will immediately report suspected abuse or neglect to the Massachusetts Department of Children and Families and also notify the board of health if a “51A” Child Abuse / Neglect report alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program related activity is filed. Our staff will cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation. The Camp Director will ensure that an allegedly abusive or neglectful staff person does not work directly with campers until the Massachusetts Department of Children and Families investigation is completed



Why Camp Pikati:

- Hands-on exploration & skill building
- Exposure to the arts
- Team building Skills
- Focus on wellbeing
- Building life skills
- Active play
- Social and emotional growth
- Quality, experienced staff
- Memories to cherish
- Emphasis on positive relationships
- Strong role models
- Lifelong friendships

Pikati Hours and Dates:

Camp Pikati runs from 9:00am – 4:00pm Monday through Friday

Camper Care, offers additional childcare as early as 7:00am, and as late as 6:00pm (additional fees apply)

Session	Dates	Traditional Ages 3-15	Sports Ages 6-12
Opening Week A:	June 22 -June 26	Safari	
Opening Week B:	June 29 –July 3	Pirates	
Session 1:	July 6– July 10	Under the Sea	Baseball
Session 2:	July 13 – July 17	Harry Potter Mania	Soccer
Session 3:	July 20 – July 24	Color Games	Basketball
Session 4:	July 27 – July 31	Space Week	Flag Football
Session 5:	August 3– August 7	Prehistoric Adventures	Baseball
Session 6:	August 10 – August 14	Mad Scientists	Soccer
Session 7:	August 17 – August 21	Super Heroes	Basketball
Session 8:	August 24 – August 28	Carnival	Flag Football
Closing Week A:	August 31 – September 4 *(no swim)	Wild West	

Traditional (Ages 3 to 15 years):

At Traditional Pikati campers have the opportunity to explore a multitude of programs. Much like in a traditional camp setting, campers engage in activities such as teambuilding, arts and crafts, swimming, active games, music, and nature.

Sports Specialty weeks (Grades 1- 8th):

Pikati Sports Camp assigns a specific sport to each session. Your camper learns skills and practices technique associated with this sport. Through drills and games, our counselors help develop a strong sense of healthy competition in every camper. Campers also have to opportunity to partake in daily swim lessons as well as free swim and team-building initiatives. Our sports weeks include:

- Baseball
- Basketball
- Flag Football
- Soccer

PIKATI L.I.T. leadership program (Ages 13-15):





LITs will develop their skills and make the transition from campers to becoming staff members by participating in numerous training workshops and hands-on leadership experiences, which will give participants the opportunity to hone their skills and to discover on their own what it takes to be an excellent counselor. The program will seek to teach Leaders in Training (LITs) the quintessential skills, attributes, and strategies of an exemplary counselor, while also providing them with a wholesome and unique camp experience

Meet the Staff

Title	Name	Email	Extension
Camp Pikati			
Director	Kristen McMillen	kristenm@wsymca.org	
Camping Services		campings@wsymca.org	3008
Camp Registrar/ Office Manager	Marie Minardi	mariem@wsymca.org	3008
Director of Camping Operations	Keri Wood	keriw@wsymca.org	3118

Camp Address, Phone Number and Directions:

West Suburban YMCA
276 Church Street
Newton, MA 02458

www.wsymca.org
Phone: 617-244-6050 (3008)
Fax: 617-321-CAMP (2267)

PREPARING FOR CAMP

In accordance with the Massachusetts Department of Public Health Minimum Standards for Recreational Camps for Children, our camps have health care consultants—a licensed physician, nurse practitioner or physician assistant with pediatric training—that oversee our health care policies and staff training in addition to being available for consultation. In addition, all camp staff are certified in First Aid and CPR.

NO CHILD WILL BE ALLOWED TO ATTEND CAMP WITHOUT A COMPLETE HEALTH RECORD

As required by state and local regulations, each camper must submit a complete health record, which includes all of the following:

- A completed CampSite profile.
 - **CampSite** is a fully electronic camp management system used by all of our camps to ensure the best, most personalized care can be given to each camper.
 - **CampSite** profiles must be 100% complete by June 1st 2020.
 - Any camper who is not 100% complete may be denied participation in camp activities, barred from attending camp, or unenrolled without refund.
- A **Camper Confidentiality Form** (Please be open and honest on this form, as it will help us to ensure your child has a great experience.)A photocopy of the front and back of health insurance card.
- A physical examination signed by a licensed health care provider
- A Certificate of Immunization (or Vaccine Administration Record) signed by a licensed health care provider that includes evidence of the following vaccines:
 - Measles, Mumps and Rubella (MMR)

- Polio (IPV or OPV)
- Diphtheria and Tetanus Toxoids and Pertussis (DTaP/DTB/DT or Td)
- Hepatitis B

No child known to be suffering from a communicable form of tuberculosis is allowed to attend any recreational camp in Massachusetts, including Camp Frank A. Day. Parents are required to list any special limitations or concerns including dietary restrictions, allergies, and chronic health conditions on the camper's Health History Form. This information will only be made available to camp staff and will be used to ensure your child has a safe summer.

If something (i.e. restrictions, medications, conditions, etc.) changes between the dates the Health History information is submitted and the time camp begins, please notify the Camp Director of these changes in writing.

What to Bring to Camp:

- **Bag or backpack**
- **Swimsuit and towel:** Swimsuit must be one-piece for girls and non-speedo for boys. We also suggest your camper brings a plastic bag to hold the damp suits after swimming.
- **Change of clothes:** Packing a clean change of clothes in a marked zip lock is recommended. The change of clothes will stay in the campers backpack.
- **Proper Footwear:**
 - **Sneakers:** Campers are encouraged to bring appropriate athletic shoes to camp and may be prohibited from certain activities without proper footwear. Campers can wear open toed shoes only in aquatics areas.
- **Water bottles:** Campers must bring a labeled water bottle in their backpacks. Hydration is especially important during the summer when campers are active and outside in the sun. They will be encouraged to drink plenty of water and refill their water bottle throughout the day.
- **Lunch:** Campers are responsible for bringing their own lunch. Lunch is not provided by the camp. Camp Pikati is **NOT** a nut free camp. We prefer you pack a nut free lunch due to the potential allergies of other campers; however, we do not require nor can we guarantee a nut free environment.
 - Lunches should be packed in a labeled, insulated lunch box with an ice pack (as needed) to keep the food fresh. Camper Lunches are not refrigerated or microwaved. Please do not send glass bottles or containers in your camper's lunch.
 - In the event that a family forgets to send a child with his/her lunch, a healthy option will be made available.

Free Lunch Program

We are pleased to announce that The West Suburban YMCA has been selected by the Massachusetts Department of Education as a Summer Food Service Program (SFSP) site! This Summer Food Service Program is a federally-funded nutrition program that provides free meals to children ages 18 and under when school is not in session. By providing free, nutritious meals throughout the summer, the SFSP ensures that every child has access to the food they need to succeed. A menu will be available online [soon](#). There is no sign up in advance needed. We hope you enjoy if you decide to take advantage of this great program

- **Snack:** Please put this in their backpack (not lunch bag), because it will be eaten in the morning. You may pack an extra snack for the afternoon most campers are hungry before the end of the day.
- **Sunscreen:** Extended sun exposure is a concern. Parents are advised to help their camper apply sunscreen before camp. Counselors are instructed to remind campers to apply sunscreen often, especially when they are in and out of the pool. Campers, who come to camp with a labeled SPRAY BOTTLE of sunscreen, will be assisted with applying sunblock as needed.
- **Bug Spray:** Camp's administration does not explicitly advise that campers bring bug spray. We do, however, acknowledge that some campers are prone to more extreme reactions to bug-bites and do advise families to prepare according to individual needs.
- **Reading materials:** Camp Pikati partners with the City of Newton's Summer Literacy project. Campers, who choose to, are welcome to read during low intensity activities or elective periods.

Additional "What to bring" to PIKATI:

Rock Climbing Wall

Required: Closed Toed and Closed Healed Shoes

Helmets are provided by the Y. If you prefer to use your own helmet, please provide.

Soccer Week

Required: Shin guards, sneakers

Recommended: Extra socks, cleats, No metal cleats.

Basketball Week

Required: sneakers

Lost and Found & Personal Belongings:

We strongly encourage families to label camper belongings with a first and last name. "Sharpie" markers will work on clothing, towels, bathing suits and swim caps alike, but may need to be remarked as the summer moves on. The West Suburban YMCA, Camp Pikati, and its staff are not responsible for lost items or stolen items. Parents are welcome to search the lost and found area for missing items. We will make every effort to remind your camper(s) to check the lost and found for any missing items. If your camper brings home something that does not belong to them, please return it to the lost and found area or the camper to which it belongs.

****Any items unclaimed by the last day of the session will be donated to charity.****

Other Notes on Electronics and Possessions:

We hire trustworthy, nurturing, and fun-loving staff each summer to ensure that your children have a positive camp experience. We discourage camp staff from communicating with campers, (including emailing, texting, and social media) outside of YMCA programs.

In order to keep Camp Pikati a safe and healthy environment for all campers and staff, we prohibit the following from being brought to camp. Such items may be confiscated, and the individual in possession be suspended, expelled, or otherwise reprimanded..

- Electronic devices including: handheld games, iPods, and cell phones¹
- Trading cards²
- Other valuables³
- Weapons (real or fake)
- Drugs, alcohol, or related paraphernalia
- Other illicit items



Internet/Email Policy:

We hire trustworthy, nurturing, and fun-loving staff each summer to ensure that your children have a positive camp experience. We discourage camp staff from communicating with campers, (including emailing, texting, and social media) outside of YMCA programs.

In order to keep Camp Pikati a safe and healthy environment for all campers and staff, we prohibit the following from being brought to camp. Such items will be confiscated.

- Electronic devices including: handheld games, iPods, and cell phones¹
- Trading cards²
- Other valuables³
- Weapons (real or fake)
- Drugs, alcohol, or related paraphernalia
- Other illicit items

Notes Re: Personal Possessions

¹ Campers are prohibited from using cell phones at camp. Parents who send their camper with a cell phone are strongly encouraged to utilize the camp office for regular, non-emergency communications. Phones may be confiscated at the discretion of camp staff and returned directly to parents at the end of the camp day.

² Camp Pikati does not condone the selling or trading of personal items (e.g. cards, money, or other valuables). Gambling in any form is also prohibited.

³ The West Suburban Y, Camp Pikati, and camp staff are not responsible for lost or stolen items.

Drop Off and Pick up Procedures and Policies

Camper Drop-Off:

ALL CAMPERS MUST BE CHECKED IN BY PIKATI STAFF

Morning AM Camper Care: Drop off begins at 7:00am on the outdoor New Balance Track & Field at the WSYMCA. If it is raining heavily, drop off will be in the YMCA Gymnasium on 2nd Floor. Any campers dropped off before to 8:45am will be charged the daily fee for morning camper care.

Morning Drop off begins at 8:45 am on the outdoor New Balance Track & Field. Drop off will be curb side at the designated Pikati pick up and drop off location. A counselor from camp Pikati will help your camper out of your vehicle. The camper will be checked in and walked to his/her group. If it is raining heavily, drop off will be in the YMCA Gymnasium on 2nd Floor. Campers dropped off before 8:45 am will be charged the morning camper care fee.

Camper Pick-Up:

A PHOTO ID & SIGNATURE ARE REQUIRED AT CHECKOUT DAYILY

All Campers must be signed out by an authorized adult designated by the camper's parents/guardians on the camper registration form. If someone other than an authorized person(s) will be picking up the camper, the parent/guardian must send a note in writing to the Camp Director. Pick up will be curbside at the designated Pikati pick up and drop off location. A counselor from his/ her group will help the camper in to the vehicle.



It is important that the campers are picked up on time at the end of the camp day. S/he will need to be picked up from camp (or his/her Camp Pikati bus stop) at the following times:

	<u>Pick-up Time</u>
Pikati	4:00pm
Pikati Camper Care	6:00pm

For unregistered children arriving at camp:

Unregistered campers or campers who have not paid in full and submitted all necessary paperwork are unable to attend Camp Pikati. Parents/guardians should see the Camp Director if there is any confusion about the child’s enrollment.

Camper Care and Extended Day:

To better meet the needs of busy parents, all camps offer camper care and extended day offerings. It is a supervised yet less structured time for children to play games, and socialize with friends. All campers must be signed out at the time of pick up from Camper Care.

Pikati Attendance Procedure:

Camp Pikati staff cares about its campers. If a camper is absent, and the office has not been notified by the camper’s family, expect a call from our office manager or one of our directors. 3

If your child will be absent from camp, arriving late, or leaving early, please call 617-244-6050 ext.3008. If you know that your child will be absent in advance, you can fill out the Camper Change Form (see last page of this handbook) and submit it to camp. Please note there are no refunds for missed days of camp.

Release of Campers:

Camp staff shall release campers only to the parents/guardians or individuals designated by the parent/guardian in writing (i.e. an email, fax, completed Camper Change Form, or a signed note from home). We are unable to accept phone calls in relation to the release of campers.

Individuals designated as emergency contacts on the Health History Form are considered individuals approved for release by the parent/guardian. Each camp has a slightly different drop off and dismissal procedure so please refer to the specific camp sections of this handbook. **All campers must be signed out.** The staff will **always** ask for identification, even if they recognize you. This standardized procedure helps us keep campers safe, so please bring a photo ID with you each day.

Change of Plans:

We understand that plans change from time to time. When this happens, please notify the camp office as soon as possible. If a camper will not be attending camp on a specific day, please call the camp to let us know. For your convenience, you may email, call, or utilize your CampSite profile to notify the camp office. We also accept faxed, hand delivered, or emailed Camper Change Forms (found on page BLANK).

Late Fees:



A late fee will be charged for parents/guardian who arrives after the designated end time of the program. The fee is \$10.00 per child for the first one to ten minutes late. An additional \$1.00 per child will be charged for each minute late thereafter. The parent is responsible for payment at the time of late pick up. It is required that all children be picked up no later than the times listed above in order to avoid late fees. This late fee is consistent with the late fees of the YMCA's after school program. The Camp Director reserves the right to suspend or dismiss a child from camp if a parent is late to pick up his/her child on numerous occasions.

WHAT TO EXPECT ON YOUR FIRST DAY AT CAMP PIKATI

On Monday of each session, your camper will check in with a camp counselor or camp director. Your camper will be walked to his/her group by their counselor to find a spot for his/her backpack and things. Next, they will meet some counselors and other campers and get acquainted until all campers check-in. Once all campers are checked in there will be a morning opening ceremony, a spirited-meeting to discuss the rules and the events of the day ahead. As we go through our daily schedule, we'll go over more specific rules about food at snack time, and swimming before we go to the pool. We meet again in the afternoon for an assembly and announce the afternoon options – every day is different!

Sample Daily Schedule for Camp

7:00am Morning Camper Care

Arrive early and spend time with other campers and the awesome Pikati staff!

9:00am Campers Arrive

Gather with your group for attendance.

9:15am Morning Assembly

Songs, skits and morning announcements for the day ahead!

9:20am Choice Period

Campers will choose between art and crafts, archery, field games and much more!

10:00am Break

Take a little while to catch your breath, hydrate and have a delicious snack

10:15am Teambuilding Period

Play games that help campers learn more about each other.

10:45am Swimming

Cool off at the pool with swim lessons or free swim!

Noon Lunch

Eat lunch and relax with your group in the big tent outside!

12:30pm Down Time

Turn down the lights relax with a book or play quiet games with your group while gearing up for a busy afternoon

1:00pm Activity Period

Get creative in Arts & Crafts

1:45pm Field Activity

Participate in a goofy group activity on the field!

2:35pm Choice Time

Decide whether to spend time on the slip and slide, at Gaga Ball, or creating art!

3:30pm Afternoon Assembly

Have an afternoon snack, review your favorite parts of the day with your group and get ready to be picked up!

4:00pm Afternoon Camper Care

Stay until 6:00pm, doing even more cool games and activities!

Camp Aquatics Overview:

The YMCA Progressive Swim Program is nationally recognized. All campers will be evaluated on their first day of class using the water safety system: **Test, Mark, and Protect**. Upon completing a swim evaluation, swimmers will be given a red, yellow, or green swim band. **Red** swimmers must stay in the shallow end. **Yellow** swimmers will be closely monitored by lifeguards and taught to self-assess

appropriate swimming practices. **Green** band swimmers may swim in all areas of the pool. This ensures that each swimmer is safe and placed at the appropriate level of lessons. Swim levels are as follows:

Swim Lessons:

Part of what makes Camp Pikati a traditional summer camp is our emphasis on essential skills acquisition: in this case the ability to swim. Swim lessons are mandatory unless campers are excused by a parent or guardian letter. If a camper does not wish to participate in swim lessons, they may sit out but must remain in the pool area.

Additional Swim Lessons

If you are interested in the possibility of private or continuing swim lessons for your camper, please let us know by emailing us at campings@wsymca.org OR email the aquatics department directly at KellyF@wsymca.org.

Free Swim:

In addition to swim lessons, campers at Camp Pikati have the option to participate in free swim during the afternoon. Free swim is optional for campers and is typically offered during the 2nd and 3rd elective periods in the afternoon. Based on the child's swimming level, he/she may be restricted to certain areas of the pool during free swim. This is for the child's safety.

PLEASE NOTE THERE WILL BE NO SWIMMING ACTIVITIES THE WEEK OF 8/31/20 DUE TO ANNUAL MAINTENANCE ON THE POOLS

Archery:

With the exception of the preschool age group campers have an opportunity to participate in archery as an activity. Camp archery staffs are specially trained in equipment use, maintenance, risk management, and age-appropriate lesson planning. The complexity and difficulty of archery activities are adjusted based on the ages of groups and the proficiency levels of individuals

BEHAVIOR MANAGEMENT AT CAMP

Behavior and Disciplinary Policy:

Campers at Camp Pikati are expected to exhibit appropriate behavior. Our goal is to nourish community investment in every camp and counselor that results in behavior that does no harm and benefits all. With that in mind, focused guidance and/or discipline may be necessary at times Camp Pikati staff will strive to be consistent and base disciplinary approaches upon an understanding of individual needs, safety, group health, and personal development.

In accordance with state regulations, we prohibit corporal punishment, cruel or severe punishment, humiliation, or verbal abuse. Campers will not be punished for soiling, wetting, or not using the toilet. Campers will never be denied food or shelter as a form of punishment.

Disciplinary Progression:

If a camper does or says something inappropriate (i.e. breaks one of the "camp rules"), staff are required to speak to the camper about the inappropriate action. Staff must ensure that campers are aware of prohibited language and actions before any discipline can occur. **We stress and highly value learning from mistakes.** After the conversation, staff may return camper to the group or continue the disciplinary process.

If the camper exhibits the same or similar behavior a second time, staff must again speak to the camper about the action. Staff may use discretion in asking the camper to take a time out and sit in a “thinking spot.” Before reintegrating the camper, a staff member will speak to the camper about what happened and about better decision-making. Staff will report recurring incidents. Parents will be informed. If the child continues in a pattern of repeated negative behavior, counselor-staff will refer the camper to the Unit Leader, Assistant Director, or Camp Director. An incident report form will be drafted and the parents will be notified. Loss of privileges may occur at this point.

Director Involvement & Dismissal

Depending on the severity of the incident, the following may occur: timeout (typically for an amount of time equal to the camper’s age in minutes), revoked privileges, a call to parents or guardians, suspension for the remainder of the day, and/or termination from camp. Campers removed from camp for disciplinary reasons are not given refunds.

The Camp Director reserves the right to dismiss any camper in the event that his/her behavior compromises or threatens to compromise his/her personal safety, the safety of other campers or the safety of camp staff. In the event that the Camp Director feels s/he must dismiss a camper, the situation will be discussed with the camper’s family.

Other Situations Warranting Intervention:

Major Disciplinary Incidents:

- Excessive repetition of minor incidents
- Fighting or bullying
- Repeated disrespect for others
- Vandalism
- Endangerment
- Interference with group cohesion
- Acts of violence
- Running away

Minor Disciplinary Incidents:

- Minor rule infractions
- Temper tantrums
- Disagreements
- Teasing
- Inappropriate language or subject matter
- Pushing or shoving
- Inability to keep hands to oneself
- General disobedience

Prevention of Abuse and Neglect:

All staff at Camp Pikati are mandated reporters. As such, they are required to immediately report any known or suspected incidents or signs of child abuse or neglect to the Camp Director. S/he will immediately report suspected abuse or neglect to the Executive Director of Camping Services and to the Massachusetts Department of Children and Families. The Newton Board of Health will also be notified if a “51A” Child Abuse/Neglect report is filed.

West Suburban Y staff, including staff of Camp Pikati, will cooperate in all official investigations of abuse and neglect alleged to have occurred at Camp Pikati or which may have occurred elsewhere but of which staff might have knowledge, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation. The Camp Director will ensure that allegedly abusive or neglectful staff persons do not work directly with campers until the Massachusetts Department of Children and Families investigation is completed.



Protecting Our Community

The West Suburban Y and Camp Pikati take seriously our responsibility to protect children in our community. We further acknowledge that it is against the law for a mandated reporter to neglect reporting known or suspected abuse of a child. As such, staff education and training in the prevention and reporting of abuse and neglect are among our highest priorities.

HEALTH CARE AT CAMP

Administration of Medication:

If your camper requires prescription medication while at camp, the medication must be in the original prescription container. All over-the-counter medications for campers shall be kept in the original containers, which shall include the directions for use.

If your camper's medications have changed since the time you submitted the Health History Information, you must provide written notice (through email or your Camp Site portal) and permission for camp staff to administer the medication to the camper. This note should include the medication name, dosage, time to be given, and dates to be given. If your child's medications have not changed since the time you submitted the Health History Information, you do not need to do anything further.

Campers Carrying Medication

Older Campers are permitted to carry their inhalers, epi-pens, and other emergency medications if necessary. To do so, families must provide the Camp Pikati director with a letter giving their consent and allow the nurse to inspect the medications at the start of the week. If not deemed necessary by the camper's family, inhalers will be kept with the other medication in the nurse's office.

Leftover Medications

When no longer needed or exhausted, medications will be returned to a parent or guardian. If the medication is not collected by September 15, it will be destroyed.

Infection Control:

Day camps run by the West Suburban YMCA have measures in place to prevent the spread of communicable diseases. We follow exclusion policies for serious illnesses, contagious diseases, and reportable diseases in conformance with the regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health. Procedures do include the notification of all parents in accordance with Department of Public Health recommendation.

Mildly Ill Campers:

All campers and staff are continuously exposed to each other's germs. Campers and staff are encouraged to properly wash and dry their hands. Everyone is instructed to wash their hands before eating and after toileting (or diapering).

We ask families not to their camper(s) to camp if sick or contagious. If a camper becomes ill—vomiting or a fever—during camp, the child will be isolated. The parents, guardians, or emergency contacts will

be called immediately to come and pick up the ill camper. Families are asked to keep ill campers from returning to camp until the camper has gone a full 24 hours without vomiting or a fever.

Campers do NOT need to be excluded for other minor illnesses, unless:

- a) They are too sick to participate comfortably in camp activities;
- b) They need more care than the staffing level allows, or;
- c) They are unusually lethargic, irritable, cry persistently, have difficulty breathing or show other signs of possible severe illness.

Emergency Health Care:

In the event that your child is seriously injured while at camp, s/he will be transported to Newton Wellesley Hospital (617-243-6000, 2014 Washington Street, Newton) or to the Children’s Hospital Boston (617-355-8811, 300 Longwood Ave, Boston). A staff member will accompany him/her via ambulance and the parent/guardian will be notified immediately.

If any health related forms or information are incomplete or missing, they must be submitted or completed before leaving your child in our care. In the event of a medical emergency, our staff will consult the health history and medical records provided for the camper. Without that information, campers are at unnecessary risk. If a camper arrives at camp without all the necessary forms and information, we will call a parent or guardian to pick them up.

WEATHER POLICIES

Rain/Lightning:

In the event of light rain and no lightning, camp will still have use of the field. In the event of heavy rain and/or lightning, all campers will be brought inside and the staff will modify activities accordingly. Children will remain indoors until 30 minutes of lightning free weather has elapsed.

Heat:

In the event of extreme heat, the staff may have the campers participate in alternate or indoor activities (i.e. running through sprinklers, going inside). Safety is our first priority. We rely on the National Weather Service heat index chart that provides general guidelines for assessing the potential severity of heat stress. Heat Index readings are monitored to ensure children are protected during sport, active and rest periods.

NOAA's National Weather Service

Heat Index
Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	125	135								
90	86	91	98	105	113	121	130									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
- Extreme Caution
- Danger
- Extreme Danger

Grievances:

If you have a concern or complaint in relation to your camper’s group, counselor, camp experience, or other children at camp, please contact the camp office to speak with your camper’s Unit Leader



(Campings@wsymca.org or 508-358-7000). If your issue is not adequately addressed or if your issue is in relation to the overall camp operation, please speak with the Camp Director (kristenm@wsymca.org). She may request you set-up an appointment to ensure you receive the attention you deserve. If your issue is not adequately addressed by the Camp Director, please contact the Director of Camping Services. Contact information is located at the beginning of this handbook.

Refunds:

Per the conditions set forth on our registration forms to which all families must agree when registering for a session of camp, the following refund and cancellation policies are observed by all West Suburban YMCA Camps:

- Changes and cancellation requests must be submitted in writing **1 month prior** to the session start date and sent directly to Camping Services (CampingS@wsymca.org) to be considered for a refund (less the deposit).
- Refund requests received later than 1 month to the start date will only be considered for serious medical reasons causing camper withdrawal upon written advice from a physician.
- There are no refunds of the deposits.
- Campers, who arrive late, depart early, or miss days are not granted pro-rated fees or refunds.
- The Y reserves the right to retain camp fees for campers who decide they do not like camp, have minor illnesses, are homesick, are removed from camp for disciplinary reasons, and/or due to changes in family plans.



CAMPER CHANGE FORM

*This form may be hand delivered to a staff member or faxed to:
Camp Pikati: (617-321-2267).*

Dear Camp Pikati Director and Staff,

My child, _____, needs to change his/her schedule on
this day, ____/____/2020. S/he [please check the boxes that apply]:

- will not be attending camp.
- will be leaving camp earlier at approximately _____ (time).
- will be picked up by the following authorized adult, _____,
_____ (i.e. date listed, any day).
- has my permission to walk home from _____ (i.e. camp, bus stop)
_____ (i.e. date listed, the week of ____, every day).
- is going home with _____, his/her friend so please allow anyone on
that camper's authorized list to pick him/her up from camp.
- _____

is staying for emergency Camper Care. I have already spoken with the Camp Director and paid the \$20- fee.

Sincerely,

Parent/Guardian Signature

Date