

2017 FUN AT A GLANCE

Make it your best summer ever with Missoula Y summer camps! In addition to camp-specific activities, all summer camps follow fun weekly themes that are woven into the experience through field trips, daily activities, and camp kickoff.

Week 1 (June 12–16): That's My Y

Basketball, Camp Broadway, Camp Imagination, Garden Camp, KinderKubs, Rookie Sports, ZooTown

Week 2 (June 19–23): Time Travelers

Arts & Crafts, Babysitting, Camp Imagination, Director's Cut, Gymnastics, KinderKubs, Soccer, ZooTown

Week 3 (June 26–30): Greek Greatness

Camp Broadway, Camp Imagination, Culinary, Fly Fishing, KinderKubs, Multi-Sport, ZooTown

Week 4 (July 3–7 • No camp July 4): When I Grow Up

Arts & Crafts, Camp Imagination, Football, KinderKubs, Racquet Sports, ZooTown

Week 5 (July 10–14): Animal Planet

Babysitting, Baseball/Softball, Big Sky Adventures, Camp Imagination, Dance, KinderKubs, ZooTown

Week 6 (July 17–21): Symphony of the Senses

Camp Imagination, Climbing, Engineering is Elementary, KinderKubs, Soccer, Strong Kids, Tepeetonka

Week 7 (July 24–28): Space Travel

Babysitting, Camp Imagination, KinderKubs, Lacrosse, Mission to Mars, Outdoor Recreation, Tepeetonka

Week 8 (July 31–August 4): Super Heroes

Arts & Crafts, Basketball, Camp Broadway, Camp Imagination, KinderKubs, Martial Arts, Tepeetonka

Week 9 (August 7–11): A Bug's Life

Camp Imagination, Camp Independent U, Football, KinderKubs, Tepeetonka, Treble Makers, Volleyball

Week 10 (August 14–18): Going Green

Baseball/Softball, Camp Imagination, Fly Fishing, KinderKubs, Survival, Tepeetonka

Week 11 (August 21–25): Around the World

Arts & Crafts, Camp Imagination, KinderKubs, Multi-Sport, Rookie Sports, Tepeetonka



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

2017 MISSOULA Y SUMMER CAMPS PARENT HANDBOOK



Please read thoroughly: Important information

Dear Campers and Parents,

Get ready for the Best Summer Ever with the Missoula Family Y! From classics, like Camp ZooTown and Camp Imagination, to new favorites like Culinary Camp and Survival Camp, the Y offers a little something for everyone this summer. This packet serves as your go-to information source and helps us give your family a great summer camp experience.

In this guide, you'll find a list of items each camper should bring daily, a payment schedule, a sample camp itinerary, and answers to our most frequently asked questions. Can't find the answer? Give us a call at 721-9622!

We look forward to spending the summer with your children. Whether for a week, a month, or the whole summer long, Y Summer Camp staff are prepared to offer every child a safe, fun, and fulfilling experience.

Sincerely,

Eli Catton
Director of Youth Development
ecatton@ymcamissoula.org

Caitlin McCoy
Director of Camp Imagination
cmccoy@ymcamissoula.org

Katie Grutsch
Director of Youth Sports
kgrutsch@ymcamissoula.org

Casey Rogers
Youth Sports Coordinator
crogers@ymcamissoula.org



What to Bring to Camp Each Day

- In a labeled backpack or bag:
- Swimsuit
 - Towel
 - Water bottle
 - Sunscreen
 - Raincoat
 - Extra clothes as weather necessitates (jacket, hat, flip flops, change of clothes, etc.)

Optional

- Sack lunch (The Y provides a meal option)

Please label each item with camper's full name. Contact staff ASAP about lost items. The Missoula Y, its programs and its staff are not responsible for lost or stolen items.

Food and Purchases

The Missoula Y partners with Missoula County Public Schools and the state's Summer Food Service Program to provide healthy breakfasts, lunches, and snacks. Breakfast is offered from 7:30–8:45 a.m. Sack lunches and milk are offered at lunch time, and an afternoon snack is provided for full-day camps. Food follows the Y's HEPA (Healthy Eating and Physical Activity) Standard and includes at least one serving of fresh fruit or vegetable and one serving of whole grain. **Please note:** The Y will not provide breakfast or lunch during the last week of camp. Plan to send your child with a healthy lunch. An afternoon snack will be provided.



Feeding your child breakfast before camp is recommended. You may choose to send your child with their own lunches and snacks; however, the Y asks that you include only healthy, nutritious items. Foods that are fried or high in sugar are not permitted. Please do not bring chips, soda, energy drinks, candy, or junk food.

Campers in the Y's care are not permitted to purchase items from stores or vending machines. Please do not send money with your child. If you would like to purchase a snack for your child, please do so before checking your child into camp for the day.

Transportation

When transporting campers, Y staff follow a Child Safety System that requires staff to conduct vehicle sweeps to ensure no child is left on board when the final destination is reached. Every Y bus is equipped with booster seats for campers who weigh less than 60lbs and/or are under six years old. Staff will base booster seat assignments on information provided at registration. Please contact a Camp Director if this information changes.

Sunrise, Sunset, Check-In and Pickup

The Y is pleased to provide **free** before and after care to all campers. Sunrise Care is offered from 7:30–9:00 a.m. Sunset Care is offered 4:30–6:00 p.m. **Campers may not be checked in before 7:30 a.m. All campers must be signed in by an adult.** Breakfast is available until 8:45 a.m. Camp starts promptly at 9:00 a.m. Campers must be dropped off and checked in prior to start time.

Campers may be picked up anytime between 4:00–6:00 p.m. by an authorized adult. Identification is required. Because many camp activities take place off-site, full-day camp pickups before 4:00 p.m. must be arranged in advanced with a Camp Director.

Daily Schedule

Sunrise Care and Check-In (Big Gym)	7:30–9:00 a.m.
Camp Programming (Various Sites)	9:00 a.m.–4:30 p.m.
1/2 Day Camps (Various Sites)	9:00 a.m.–Varies
Sunset Care and Pickup (Big Gym)	4:30–6:00 p.m.

Behavior Management and Expectations

Camp staff are trained to use behavior management techniques that include positive guidance and redirection. Staff are also trained to set clear limits and expectations. Campers are held accountable for their actions and are expected to adhere to the Y’s four core values: Honesty, Caring, Respect, and Responsibility.

Camps are designed for group participation and interaction. Attempts to correct negative or destructive behavior may include action plans, behavior contracts, and parent/guardian meetings. Behavior that disrupts programming, endangers self or others, disrespects property, or requires repeated one-to-one attention from staff may result in the camper being suspended and/or expelled from camp. General behavior management guidelines are listed below:

If an incident occurs wherein a child conducts themselves in a manner jeopardizing their safety or the safety of others, or if their behavior is not in accordance with the Missoula Y’s mission, the following steps may be taken. Level and progression of actions are subject to change according to the incident’s severity.*

Level 1 – Staff will address and document the issue directly with the camper. The camper may be removed from an activity until staff feel the camper is able to participate without further incident. Parents/guardians will be contacted and must sign a behavior report at the end of the day.

Level 2 – Staff will address and document the issue directly with the camper. The camper may be removed from an activity until staff feel the camper is able to participate without further incident. The Camp Director will be notified. Parents/guardians will be contacted immediately and must sign a behavior report at pickup.

Level 3 – Staff will address and document the issue directly with the camper. The camper may be removed from an activity until staff feel the camper is able to participate without further incident. Parents/guardians will be contacted at the time of the incident. The Camp Director will make a follow-up call. The camper and parent/guardian must meet with Y staff to discuss the child’s behavior. Parents/guardians must sign a behavior report at pickup.

Level 4 – Staff will address and document the issue directly with the camper. Parents/guardians will be contacted immediately to pick up the camper. The camper will be suspended from camp for a period of time determined by the Camp Director.

Level 5 – Camper will be dismissed from the program. The Camp Director will meet with parents/guardians to discuss the incidents and actions taken. Campers may petition to re-enter programs by meeting with the Camp Director.

*Any child causing severe harm to another child or staff member will be suspended or expelled immediately. Any action deemed bullying will not be tolerated.

Payment

The balance of each camp is due at least one (1) week prior to the first day of each camp session. Schedule auto-draft payments are available.

Week	1	2	3	4	5	6	7	8	9	10	11
Pmnt. due by 5:00pm	June 5	June 12	June 19	June 26	July 3	July 10	July 17	July 24	July 31	Aug. 7	Aug. 14

Attendance, Refunds, and Credit

Unless noted, all Missoula Y Summer Camps are week-long opportunities. Single-day camps are not offered. In addition to standard Y policies, participants are subject to the following:

- Credit will only be issued if a parent/guardian cancels by providing written or verbal notice to a Camp Director, even if a child does not attend.
- Cancellations **must** be made before the first day of the program.
- Changes in schedules or registrations must be approved by the appropriate Camp Director.
- Deposits and one-time registration fees are non-refundable. They may be transferred to another camp.
- If your child is expelled from Y Camp as a result of behavioral concerns, a refund (minus deposit fees) will be issued for all registered camp sessions starting the full week after expulsion

Registrations, Deposits, and Financial Assistance

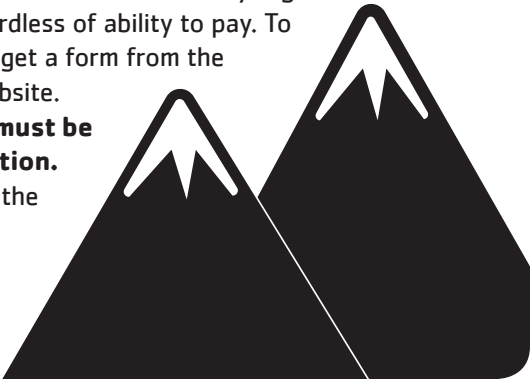
Register in person at the Y, over the phone, or at ymcamissoula.org.

A one-time \$15 registration fee is required for each camper. A \$25 deposit per camp is due at the time of registration. This deposit is required to hold your child’s place and will be applied to the total balance due.

We pride ourselves on working with families and community organizations to offer camp experiences to all children, regardless of ability to pay. To apply for Financial Assistance, please get a form from the Welcome Center or the Missoula Y website.

Financial Assistance applications must be completed 7 days prior to registration.

Camp Imagination is licensed through the State of Montana and accepts Best Beginnings scholarships.

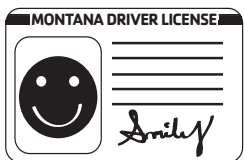


Inclusion

All Missoula Y programs operate in accordance with all state and federal policies. We do not discriminate on basis of race, color, sex, age, disability, religion, or national origin. Y Summer Camps are designed to provide accessibility for children with moderate visual, auditory, orthopedic, mental, and emotional challenges. Please call Camp Directors to discuss your child's specific needs prior to registering.

Safety and Security

All camp staff are certified in CPR and First Aid, as well as trained in Y policies and procedures. Campers are supervised by staff at all times. At no time will there be one Y staff member be alone with one child. At no time will Training Counselors (middle and high school-age camp assistants) supervise campers without a Y Camp Counselor present.



For campers' safety, no unauthorized person will be permitted to enter Y camp areas, interact with campers, or pick up a camper from camp programming. Only persons designated by a parent or legal guardian on the camp registration form will be authorized to interact with campers or have a camper released

into their care. **A photo ID is required every time when picking up a camper.**

This policy applies to all campers. No exceptions.

Every camper must be picked up by an authorized person by 6:00 p.m. If a camper is not picked up by then, camp staff will make every effort possible to contact that camper's authorized person until a pickup is arranged. The camper will remain with at least two staff members until they are released into an authorized person's care.

Medication

Please notify a Camp Director if your child takes medicine during the camp day. Medicine, its schedule, and a completed Authorization to Administer Medication form must be turned into a Camp Director on the first day of camp. **Any medication to be administered at camp must be accompanied by a signed doctor's note or prescription container with specific instructions, dosage amounts, and dosage times.** No over-the-counter medications will be given to campers at any time. All unused medicine not retrieved by the parent or legal guardian will be locked up and discarded one week after the camper's last day of camp. Insurance for health-related matters must be covered by the parent or legal guardian.

Illness

Campers will be observed for signs or symptoms of illness daily at check-in. Please keep sick children home and notify Y Summer Camp of their absence by calling 721-9622. **Children who have had diarrhea or a fever within the last 24 hours cannot attend camp.** Campers who become ill at camp will be cared for away from the group by staff until an authorized person picks them up.

Illness (continued)

Missoula Y rules dictate that any child suspected of having a contagious illness or disease must be sent home. As a reminder: refunds and credits will not be issued for single-day based absences and/or illnesses.

Emergencies, Wildlife, and Inherent Risk

Any camper involved in an emergency situation will immediately be attended to by Y staff according to emergency protocol. First Aid and/or CPR will be administered and an ambulance will be called if necessary. Y staff will contact the Camp Director and the child's parent/guardian or emergency contact listed on the Registration Form.

Y Summer Camps offer children opportunities to visit and explore natural areas. Should wildlife be encountered or wildlife situations escalate, camp staff will place themselves between all campers and the animal. Campers will then be moved to a safe area, and Fish and Wildlife will be contacted if necessary. Y staff will administer First Aid and contact the parent/guardian if a child is bitten or scratched by an animal. Y staff will also contact a veterinarian or the appropriate wildlife authority if needed.

Y Summer Camps include activities with inherent risks such as hiking, rafting, biking, sports, climbing and more. Y staff are trained to provide the safest possible experience for all campers.

Weather and Air Quality

Weather is monitored and camp schedule is subject to change. If the weather is warm and rain is light, outdoor activities will continue as planned. Please pack a raincoat and an extra set of dry clothes. Activities will be adapted and moved indoors during more inclement weather. In the case of severe weather, all campers will remain at an official Missoula Y location or safe area. Please do not come to the Y to retrieve your camper until severe weather has passed.

Air quality during periods of heavy fire and smoke is monitored via the Missoula City-County Health Department, and camp activities will be adjusted as needed. At air quality Stage 2 or above, all campers will be kept indoors.

Insect Repellent and Sunscreen

Please bring sunscreen and insect repellent to camp each day. We suggest applying after check in. Before going outside, or every two hours outside, camp staff will monitor every camper applying sunscreen. Camp staff will provide sunscreen for any camper who forgets or runs out. Please indicate at registration if you would prefer the Y **not** provide sunscreen/ insect repellent to your camper.

