

WELCOME!

Dear Parents and Guardians of Smithfield Town Recreation Campers:

It gives me great pleasure to welcome you and your child into the Town of Smithfield's Summer Recreation Program. We carry much pride in our program and are determined to provide an experience that is fun, safe and rewarding for all. We work in partnership with the Smithfield YMCA to provide quality care and a positive experience for all of our campers.

Our actions and interactions with campers consistently exhibit the YMCA's core values of caring, honesty, respect and responsibility. We are committed to helping every child reach their potential.

Please refer to the Town of Smithfield's website at www.smithfieldri.com and click on "Notices" and "Summer Recreation Programs". Please note in particular the drop-off and pick-up, authorized release, and what to bring/wear to camp sections for important daily procedures. We will be spending a good deal of time outdoors, so please pack accordingly! If your child has a medical condition and/or medicine that must be administered during camp, please refer to the medication policy and be sure that all paperwork has been completed prior to the start of camp.

In an effort to streamline our daily attendance procedures, we kindly request that you arrive for sign-in/drop-off each morning between 8:00 a.m. and 8:45 a.m. Each afternoon, sign-out/pick-up will be between 2:30 p.m and 3:00 p.m. If your child requires a late drop-off and/or early pick-up, we request that you arrive between 11:30 a.m and 12:00 p.m. if possible. The Camp Coordinator and Site Director will both be available in the cafeteria to assist you during this time. If you have special circumstances that may cause either the drop-off or pick-up of your child/children to be outside of these hours, please inform the Camp Coordinator or Site Director so that appropriate arrangements may be made.

Thank you in advance for your cooperation in these matters. Again, welcome to the Town of Smithfield's Summer Recreation Program. On behalf of all our staff, we look forward to an exceptional summer with our campers.

Sincerely,

Angela Crossman
Town Recreation Camp Coordinator

Our staff believes:

1. Quality means meeting the needs of the total child - socially, emotionally, physically, intellectually, and educationally.
2. A positive self esteem is essential to each child's well being.
3. Children should be allowed to make their own choices whenever possible.
4. A child's learning environment should be purposely designed and changed appropriately.
5. The program extends the child's home experiences and provides additional learning through play.
6. Each child is unique and has the right to maintain his/her own individual character and personality.
7. Each child should be both aware and proud of his/her own culture and family.
8. Each child should learn to respect and appreciate other people.
9. The resources of the community must be used to enrich and supplement each child's experience.
10. The cooperative effort of parents and staff is essential to the growth and development of each child.
11. The YMCA works toward strengthening family relationships through parent/child activities.
12. Children should be disciplined in a positive manner.



Program Description:

The Town Recreation Program is structured as follows:

1. Children are grouped co-educationally by age.
2. Groups choose a group name and follow a pre-planned program of activities. The group stays together, compete together, and go through various activity areas together, as part of their daily routine.
3. Counselors supervise the groups in a 1:10 Counselor to Camper Ratio.
4. Camp activities include:
 - ◆ Sports
 - ◆ Group games
 - ◆ Arts & Crafts
 - ◆ Team Building
 - ◆ Special Events & Guest Speakers
 - ◆ Nature/Outdoor
 - ◆ Weekly Field Trips
5. We have an Arts & Crafts Specialist and a Sports Specialist.
6. We have zero tolerance for any type of weapon.

Attendance:

Attendance is taken by our counselors each day at Gallagher Middle School at 8:45 AM after the completion of children being signed-in. Counselors then take a camper head count and match it with the sign-in book to ensure equal counts. It is extremely important that children are signed-in in the morning and signed-out in the afternoon to ensure headcounts are accurate. Headcounts are taken constantly throughout the day and recorded as a safety precaution.

Drop-Off/Pick-Up:

Sign-in will take place in the cafeteria and gymnasium at Gallagher Middle School. Once a child is signed-in, he/she will receive an admittance card to hand in to the assigned camp counselor. Children must sit with their assigned group and counselor, participating in quiet activities until sign-in time ends.

Sign-out will also take place in the cafeteria and gymnasium at Gallagher Middle School. ONLY persons noted on the authorized pick-up list, provided when the child was registered for the camp, will be allowed to sign-out a child. A PICTURE ID MUST BE shown each time an authorized party picks up a child. Once the child is signed-out, the YMCA Staff will give the authorized party a release card to hand to the child's counselor. Once the card is handed to the child's counselor, the child may be released.

Authorized Release: The YMCA staff will release a child only to persons authorized and identified on the child's application. Staff members will ask for picture identification each time a child is signed-out. If there are any additions or exclusions made to the list of authorized people, the parent/guardian must inform the Town Recreation Coordinator immediately.

*If an unauthorized party arrives to pick up a child, the YMCA reserves the right to refuse the release of the child.

*If a parent/guardian arrives to pick a child up while under the influence of drugs/alcohol, the YMCA reserves the right to refuse release of the child.

Late Pick-Ups: Late pick-ups are a serious matter. Your child must be picked up by 3:00 pm. For each 15 minutes late there will be a \$5.00 late charge per child that must be made by the next morning. If you foresee that you might be late, please call the YMCA as soon as possible. After 3:30 pm, if we have not been in contact with you or any emergency contacts, the authorities will be phoned to report the incident.

Early Dismissal from Camp: If your child needs to leave camp early for any reason, we ask that you speak to the Town Recreation Coordinator in the morning explaining when your child is to be dismissed and who on the authorized pick-up list will arrive to pick up your child.

Late Drop-Off to Camp: *Children must be dropped off to camp by 8:45 am.* If your child will be arriving to camp after the designated drop-off time, prior notice must be given.

What to Bring/Wear to Camp:

- ◆ Shorts, shirt, and sneakers. Campers will be involved in sporting activities all day and closed shoes are a must for your child's safety. Any camper arriving in flip-flops, sandals, dress shoes, or jellies will be sent home. Also NO Heely Sneakers (sneakers with wheels).
- ◆ Sweater, sweatshirt, and/or jacket on cool days. Raincoats are required on rainy days.
- ◆ Camp T-Shirt on field trip days.
- ◆ Bathing suit, towel, and plastic bag for wet items as needed on field trip days.
- ◆ Water bottle(s).
- ◆ Sunscreen and insect repellent (PLEASE APPLY SUNBLOCK BEFORE SENDING CAMPERS TO CAMP). NOTE: Camp counselors are ONLY able to help campers apply spray sunblock.
- ◆ Bag/Backpack to carry belongings in.
- ◆ Non-perishable lunch placed in a SEPARATE lunch bag/box. Please note - we do not have access to a refrigerator, can opener or microwave.

Rainy Days:

Camp will run as scheduled if it is raining. If it looks like rain, please send your camper with a raincoat and a change of shoes and socks. If the rain is heavy, we will operate in Gallagher Middle School or possibly change a field trip to adjust to the rainy weather. All field trip prices and locations are subject to change without notice.

Valuables:

Please leave all valuables at home. If found, they will be confiscated. Stuffed animals, toys, games, radios, Walkmans, MP3 Players, Ipods, Pokemon cards, Game Systems (or any other electronic devices), and cell phones are NOT permitted at camp. The Smithfield YMCA and the Town of Smithfield will not take responsibility for any lost items. If an item is confiscated, a note will

be sent home for the parent to come pick it up.

Lost and Found:

PLEASE MARK ALL ITEMS WITH YOUR CHILD'S NAME. If all parents do this, we will be able to get any misplaced items back to your child. Items which are left at camp will be held until the end of camp, then given to goodwill.

First Aid/CPR:

All staff is required to be First Aid/CPR certified. In case of emergency, 911 is called. The parent(s) are immediately notified.

Medication Policy:

Each child must have a medical form on file with emergency phone numbers listed. If there are any medical concerns that you wish to discuss, please feel free to call the YMCA.

Before the YMCA will consider the request to allow a YMCA staff member to administer any medications to a child, a Medication Release form must be completed by the parent. The release must include date, time, and amount of medication to be given to the child, as well as the cause and effects. All medication *must be in its original container with original labels, with both the child's name and their physician's name complete with dosage instructions.*

Proof of Immunizations is required for all campers. NO EXCEPTIONS!

Smithfield YMCA Discipline Policy:

The Smithfield YMCA's discipline policy is to try to handle most situations between the child and the appropriate YMCA staff member. In situations where repetitive behavior problems exist, the YMCA will contact the legal guardian for a conference. If there are three incidents reported, the child must leave the program for one week. Upon return, if the behavior problem persists, the child will have to be withdrawn from the program permanently.

In a situation where an extreme behavior problem exists, the YMCA reserves the right to immediately dismiss the child from the program, once the contact with the legal guardian has been

made. There are no refunds for voluntary or mandatory withdrawal.

Disciplinary measures will include:

- ◆ Suspension of the child's activity privileges for that period and/or day.
- ◆ Removal of the child from his/her assigned group to a designated location with supervision provided by a designated YMCA staff member until the legal guardian has been contacted or the program day is over.
- ◆ Requesting the legal guardian to come pick up the child.
- ◆ Physical restraint of the child by a YMCA staff member is only used to prevent the child from injuring him/herself or another person.

Parent Conferences:

Parents may request an individual parent conference at any time.

Child Abuse Reporting Procedures:

The YMCA staff takes part in training for the prevention and detection of child abuse. Under RI law, it is mandatory to report any reasonable cause or suspicion of any child that may or has been abused or neglected.

Field Trips:

Field trips will always take place on Tuesdays and Thursdays. You may pick up a field trip schedule, which will note all trips, dates, and costs, at the Smithfield YMCA beginning 3 weeks prior to the camp start date and anytime while camp is in session. In addition, we will post the weekly field trip information during sign-in and sign-out hours on a daily basis.

All field trips and guest speaker/special event prices and locations are subject to change without prior notice at any time. The YMCA will inform parents/guardians as soon as possible if a trip/event is cancelled/rescheduled or a fee has changed. Children are split into age-appropriate groups for daily activities as well as field trips. Trips will be divided into two sections so that younger groups attend together and older groups attend together. All children are required to attend the scheduled field trip for the day if they plan to attend camp. No child is allowed to stay at Gallagher Middle School with an age group that they are not assigned to, if they do not wish to attend the scheduled field trip.

All Campers must wear their Town Recreation T-Shirts on Field Trip Days!

Fee Policy:

The Town Recreation Program is \$315 per child for 7 weeks of Camp. All checks must be made payable to "Town of Smithfield". All paperwork and fees must be completed in full before your child may attend the Town Recreation Program. All campers must be permanent residents of the Town of Smithfield. The YMCA and Town of Smithfield have the right to ask for additional proof of residency if needed. ***All field trips/special events & guest speakers are additional and range between \$10 and \$20 per event. These fees will be collected on a weekly basis.**

Staff Relationships with Campers:

Specific staff guidelines prohibit contact with program participants under the age of 18, outside of the YMCA program activities. YMCA staff is not allowed to baby-sit program participants.

Contact Information:

If you need to make contact with a Staff Member concerning an unexpected early pick-up or late drop-off please contact Shauna Lewis, Senior Program Director at the Smithfield YMCA 949-2480 ext. 12. All messages will be forwarded to the Town Recreation Coordinator and/or Site Director via YMCA employees.